

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Thank you for being a valued customer of [Your Company Name]. We continually strive to improve our services and products. Your feedback is vital to our success, and we would greatly appreciate your insights regarding your recent experience with us.

Could you please take a few moments to answer the following questions?

1. How satisfied are you with the product/service you received?

2. What specific features did you find most beneficial?

3. Were there any areas where you felt we could improve?

4. Would you recommend us to others? Why or why not?

Your feedback will not only help us enhance our offerings but also ensure we continue to meet your expectations. As a token of our appreciation, upon completing this feedback, you will receive [mention any incentive, if applicable].

Please send your responses by [specific date] to [contact email/phone number]. Thank you for your time and support!

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]