

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Dear [Customer Name],

Thank you for choosing [Your Company Name]! We value your feedback and would love to hear about your recent experience with us.

Please take a moment to share your thoughts by completing the following questions:

1. What did you enjoy most about our product/service?
2. Was there anything that did not meet your expectations?
3. How can we improve your experience in the future?

Your feedback is crucial in helping us enhance our offerings and serve you better. As a token of appreciation, we are offering [insert incentive e.g., discount, gift card] for your participation.

Please reply to this letter or reach us at [insert feedback email/website link]. We look forward to hearing from you!

Thank you once again for being a valued customer.

Best regards,

[Your Name]
[Your Title]
[Your Company Name]