

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

As part of our commitment to continuously improve our services, we are reaching out to request your feedback regarding your experience with [specific service or product]. Your insights are invaluable to us and will greatly assist in enhancing our offerings.

Please take a few moments to share your thoughts by answering the following questions:

1. What did you like most about our service/product?
2. Were there any areas where you feel we could improve?
3. How likely are you to recommend our service/product to others? (1-10 scale)
4. Any additional comments or suggestions?

Your feedback is crucial to our ongoing efforts to provide the best possible experience for our clients. If you could respond by [specific date], we would greatly appreciate it.

Thank you for your time and support.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]