

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to gather your preferences regarding [specific topic or decision]. Please review the options below and indicate your choice by checking the appropriate box.

1. [Option A]

2. [Option B]

3. [Option C]

4. [Option D]

If you have additional comments or preferences, please feel free to include them in your response.

Thank you for your attention to this matter. I look forward to your feedback.

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Company/Organization, if applicable]