

[Your Name]
[Your Title]
[Your Organization]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]

Dear [Recipient's Name],

We are conducting a multiple choice evaluation to gather feedback on [specific subject or event]. Your insights are valuable to us. Please take a moment to complete the following questions:

1. Question 1: [Option A] [Option B] [Option C]
2. Question 2: [Option A] [Option B] [Option C]
3. Question 3: [Option A] [Option B] [Option C]

Please reply by [response deadline]. Thank you for your participation!

Best regards,

[Your Name]
[Your Contact Information]
[Your Organization]