

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Analysis of Multiple Choice Survey Results

I hope this letter finds you well. I am writing to present the analysis of the recent multiple-choice survey conducted on [brief description of survey purpose or topic].

**\*\*Overview of Survey\*\***

- Date of Survey: [insert date]
- Target Audience: [insert details on the target demographic]
- Total Responses: [number of responses received]

**\*\*Key Findings\*\***

1. **\*\*Question 1: [Insert question here]\*\***

- Option A: [percentage]%
- Option B: [percentage]%
- Insights: [brief insights or trends observed]

2. **\*\*Question 2: [Insert question here]\*\***

- Option A: [percentage]%
- Option B: [percentage]%
- Insights: [brief insights or trends observed]

[Continue as necessary for additional questions]

**\*\*Conclusion\*\***

The results highlight [summarize the overall insights or trends]. Based on this analysis, I recommend [any proposed actions or next steps]. Thank you for your attention to this analysis. I look forward to discussing the findings with you further.

Best regards,

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