

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

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

Dear [Recipient's Name],
I hope this message finds you well.

To gather valuable insights and ensure everyone has a voice in our upcoming [event/decision, etc.], we are conducting a multiple-choice poll. Your participation is immensely important to us, and we would greatly appreciate your input.

Please take a moment to review the options below and indicate your preference:

1. [Option A]
2. [Option B]
3. [Option C]
4. [Other option, if applicable]

Kindly submit your response by [deadline date]. Your feedback will play a crucial role in our decision-making process.

Thank you for your time and contribution.

Warm regards,

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