

****Interactive Letter Template for Multiple Choice Selections****

[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 letter finds you well. I am reaching out to gather your input on [specific topic or issue]. To ensure we address your preferences correctly, please select your preferred option from the choices provided below:

****1. Preferred Method of Communication:****

- A) Email
- B) Phone Call
- C) In-Person Meeting

****2. Best Time for Follow-Up:****

- A) Morning (9 AM - 12 PM)
- B) Afternoon (12 PM - 5 PM)
- C) Evening (after 5 PM)

****3. Topics of Interest:****

- A) Product Updates
- B) Service Enhancements
- C) Industry Trends

Please reply with your selections by [specific date] so we can proceed accordingly. Your feedback is invaluable to us, and we appreciate your time and insights.

Thank you for your attention!

Warm regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]

****End of Template****