

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request your participation in a multiple-choice questionnaire that aims to [briefly describe the purpose of the questionnaire]. Your insights would be invaluable in helping us [mention the goal or outcome].

Please find the questionnaire attached/enclosed. It should take approximately [estimated time] to complete. Your responses will be kept confidential and will only be used for research purposes.

We greatly appreciate your time and input. If you have any questions or need further information, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering this request.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]