

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek your input on [briefly describe the purpose of the survey or choice]. Your feedback is invaluable and will greatly assist in [explain why their choice is important].

Please take a moment to select one option from the following multiple-choice questions:

1. What is your preferred method of communication?

- A) Email
- B) Phone Call
- C) Text Message
- D) In-Person Meeting

2. Which timing works best for you?

- A) Morning (8 AM - 12 PM)
- B) Afternoon (12 PM - 5 PM)
- C) Evening (5 PM - 9 PM)
- D) Weekend

3. What topics are you most interested in?

- A) Technology
- B) Health & Wellness
- C) Business Development
- D) Personal Finance

Your responses can be sent back to me via email or phone by [insert deadline], and I assure you that your answers will be kept confidential.

Thank you for taking the time to contribute!

Kind regards,

[Your Name]  
[Your Position]  
[Your Organization]