

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

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

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to share an exciting opportunity involving [brief description of the distribution purpose, e.g., a survey, product feedback, etc.]. Your input would be invaluable, and I am providing a multiple-choice format to streamline the process.

Please find below a set of questions with their corresponding options:

1. **[Question 1]?**

- a) [Option A]
- b) [Option B]
- c) [Option C]

2. **[Question 2]?**

- a) [Option A]
- b) [Option B]
- c) [Option C]

3. **[Question 3]?**

- a) [Option A]
- b) [Option B]
- c) [Option C]

Your feedback is crucial and will greatly assist in [explain how their feedback will be used, e.g., improving services, making decisions, etc.]. Please respond by [deadline if applicable], and feel free to reach out if you have any questions or need further clarification.

Thank you for your time and support!

Best regards,

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