[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**Re: REQUEST FOR CUSTOMER FEEDBACK**

Dear [CLIENT NAME],

We hope that you have had a chance to evaluate our [PRODUCT], and we would like for you to give us some feedback. The total satisfaction of our customers, especially after purchase, is very important to us.

We would like to ask that you complete the attached survey from [NAME OF YOUR COMPANY] as it is our customers who make our business the success it is. We, therefore, want to make sure that the purchase of a [PRODUCT] is a satisfying experience for our clients.

We greatly appreciate your response to this survey. Should you require any immediate assistance, or would prefer to respond by telephone, please do not hesitate to contact us at [NUMBER] between [TIME FRAME]. We would welcome any feedback you may have.

Kind regards,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]