[DATE]

Contact Name

Address

Address2

Contact

City /Province

Postal Code

**RE: PLEASE COMPLETE THE ENCLOSED QUESTIONNAIRE**

Dear [CLIENT NAME],

[YOUR COMPANY NAME] is assessing our performance over the past few years. We plan to measure our progress, identify areas that need attention and strengthen the bond between our client base and ourselves.

In order for us to be able to do this please we invite you to complete the enclosed survey. Your feedback will help our evaluation. It will take under an hour to complete the survey.

Please be assured your response and any comments will be handled with utmost confidentiality. After the results are recorded, analysed and compiled, we will issue a report.

We would appreciate if the completed survey could be returned to us by [DATE]. You can either email or return in the self-addressed, stamped envelope, included for your convenience We thank you for your kind assistance.

Kind regards,

[NAME]

[TITLE]

[CONACT DETAILS]

[COMPANY EMAIL]