[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**OBJECT: YOUR INPUT IS REQUESTED**

Dear [CLIENT NAME],

We are approaching you to ask for your input on a new product currently being developed by us. Because you are one of the companies trusted buyer, we feel that your opinion is crucial.

This new product is pictured as an attachment within this email along with a description and questions relating to it. After answering the questions, simply return this survey to [ADD EMAIL ADDRESS]. Please do add your personal opinions where you can.

Your answers will be kept confidential and included with other replies.

We thank you for your assistance.

Sincerely,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]