

Professional formal survey request letter

Subject: Request to Participate in Survey

Dear [Recipient Name],

We are conducting a survey on [topic of survey] and would greatly value your participation. Your insights and feedback will be instrumental in helping us improve [product/service/process].

Please complete the survey by [deadline date]. You can access it through the following link: [survey link].

Thank you in advance for your time and contribution.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

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