

## REQUEST TO FILL A SURVEY

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## Introduction

A survey can be conducted for numerous reasons and is usually targeted at improving the performance or customer satisfaction for a given product or service. Request to fill a survey is usually given out by the service provider or an agency hired by him/her. Request for surveys can also be issued by employers looking for inputs from their employees.

## Request to fill a survey Tips

Here are some of the helpful tips to write a request to fill a survey:

- The name of organization or sponsor of the survey should be highlighted at the beginning.
- Address the letter to the specific person or the target audience.
- Need for the survey should be clearly spelt out.
- Clearly demarcate the required specifications/qualifications for the survey.
- Indicate whether the results will be kept anonymous or will be publically displayed.
- Avoid any spelling or grammatical mistake.

## Sample Request to fill a survey

From,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: Request to fill a Survey Form

Dear Sir,

It's a great pleasure for our company to have been working for your company over the past three years. We have taken utmost care in creation of advertisement content for your company leading to lead generation and conversion, thereby resulting in increased visibility of your company. As a result of our hard work we have been recommended by your company for many projects from time to time.

Keeping our good track record as the backdrop, I would request that a feedback in the form of a survey may kindly be filled by your team. The survey form is attached along with this letter. By doing so you will enable us to serve you better.

Thanking You

Yours truly,

Name and Signature

## Request to fill a survey Template

From,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject: Request to fill a Survey Form

Dear .....,

It's a great pleasure for ..... (Name of company) to be a service provider for your company for the past three years. We have taken utmost care in ..... (service provided) leading to increased visibility/productivity of your company. As a result of our hard work we have been recommended by your company for many projects from time to time.

Keeping our good track record as the backdrop, I would request that a feedback in the form of a survey may kindly be filled by your team. The survey form is attached along with this letter. By doing so you will enable us to serve you better.

Thanking You

Yours truly,

Name and Signature

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