

October 8, 2010

[TITLE] [FIRSTNAME] [LASTNAME]  
[POSITION]  
[CMENAME]  
[ADDRESS1]  
[ADDRESS2]  
[CITY], [STATE] [ZIP]

Dear [TITLE] [LASTNAME],

Thank you once again for giving [CENTERNAME] the opportunity to lend our business and technical assistance skills to help you achieve your company's goals. So that we may continuously improve our ability to serve you and other clients in the future, we are asking that you help us gauge the success of the services we have provided to your company in the past.

XXXXXX, a nationally recognized survey firm, is conducting the survey on behalf of the Manufacturing Extension Partnership, our national affiliate and funding partner. You are asked to evaluate the quality and usefulness of our services and the impact our assistance has had on your business. The questions are attached for your reference as well as a list of projects we have completed with you. Your participation is voluntary and your responses are held in confidence.

The survey should take about 10 minutes of your time. We know that you are busy and would like to make the survey a pleasant experience for you. Surveying via web is available 24 hours a day from [Date to be inserted] until [Date to be inserted]. If you prefer to complete the survey via phone with a XXXXXX interviewer, you can do so between [Date to be inserted] and [Date to be inserted] by calling XXX-XXX-XXXX.

**Your Survey ID is: [RESPONSEID]**

**Your Username/Password is: [SURVEYID]**

Please log onto <https://surveyhyperlinkexample.com> Use the Survey ID referenced above. Use [SURVEYID] for both the username and password. You may report technical difficulties with the Web site to XXXX at XXX-XXX-XXXX

Your feedback is valuable to us, and your participation is greatly appreciated.

Sincerely,

[CENTERDIRECTORNAME]

**[centerdirectortitle]**