

Example Cover Email:

Thank you for agreeing to complete the 2012 Customer Service Survey for NTIA.

This year NTIA provided you with the following services:

[A brief description of services offered to this customer will be provided]

The purpose of this survey is to evaluate the services offered to you by this organization.

To start the short four question survey, click this link:

<https://www.surveymonkey.com/s/GGRK6YC>

Thank you,

Name and Title