

Example Cover Letter:

Dear Valued DTIC Customer:

The Defense Technical Information Center (DTIC) seeks your feedback about DTIC's Collaboration Tools. Your input is critical to DTIC's success. As a DTIC customer, you provide the necessary information that leads to improvements and growth.

The attached feedback form should take no more than five minutes to complete and is voluntary. All individual response data will remain confidential, and subsequent reports will only contain composite data.

We respectfully ask that you complete the feedback form no later than [xx xxx 2016]. Your evaluation and written comments are greatly appreciated.

To complete the feedback form, please click on the link below.
[xxxxxxxxxx]

Thank you again for helping us serve you better.

DTIC Communications Team