

Reminder Email Sample

Dear <Contact Name>,

I hope this finds you well. <X> weeks ago, I contacted you to about participating in a survey about the impact of GPS on the surveying industry in United States. Our survey is closing soon and we would appreciate your participation.

As I noted previously, the survey is confidential and will take about 15 minutes to complete.

Thank you for your participation.

Best Regards,

Curt Sumner
Executive Director
National Society of Professional Surveyors (NSPS)
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Frederick, MD 21704
240-439-4615, ext. 106
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[This email would be a reply-all off of the original invitation, and the text of the original invitation would be included below the follow-up reminder text.]