

## First Email

**Subject:** CBIIT Internal Communications Survey: Your Feedback is Valuable!

Dear CBIIT Staff,

We want to hear your thoughts about CBIIT's internal communications.  
Please take 4 minutes to fill out this anonymous survey through the Microsoft Forms link below.

[CBIIT Internal Comms Survey](#)

Please complete the survey by \_\_\_\_\_ **2023**. Your honest feedback is valuable to us!

Thank you,  
CBIIT Communications Team

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## Reminder Email

**Subject:** RE: CBIIT Internal Comms Survey: Your Feedback is Valuable!

Dear CBIIT Staff,

This is a reminder to take the CBIIT internal communications survey.  
Please take 4 minutes to fill out this anonymous survey through the Microsoft Forms link below.

[CBIIT Internal Comms Survey](#)

Please complete the survey by \_\_\_\_\_ **2023**.

Thank you,  
CBIIT Communications Team