**Invitation Email Template –** please send this out with survey link to all participants

Email Subject: Please Take (Company name) Applications Satisfaction Survey

On behalf of your IT department, I would like to personally invite you to participate in the (Company name) Applications Satisfaction Survey

This feedback will be used by the IT department to improve the applications you use to perform your work.

**To begin the survey, click on the following link: (Insert Link)**

The survey will take about 15 minutes to complete.

This survey is/ is not confidential.Your IT team cares about your needs and will be looking to go over your responses with you to learn how they can ensure that in the future you are even more satisfied with the IT services you receive.

Additional Information

(Company Name) has engaged Info-Tech Research Group, an independent IT research & advisory firm, to conduct this survey. Your IT team wants to hear your opinions on how satisfied you are with your applications as well as other IT services.

We’ll be surveying (Company Name employees), so your IT team can use the feedback to better understand what they’re doing well, where they can improve, and what next steps need to be taken.

If you have any technical issues, please send an email to support.surveys@infotech.com