

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Follow-Up Letter – How was the Service?

Dear :

Thank you for staying with Morning Hotel during your visit to {name}. We were glad that you choose us to be your temporary home during your visit. At {name} we make every attempt to ensure you the best service. However, we value your opinion. Did you enjoy the service? Could we have done better? Please return the enclosed questionnaire at your earliest convenience. We have provided a postage-paid envelope for your convenience. Thank your for your time.

Sincerely,

N A M E