To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Request Letter by Bank Manager to Respond to a Survey**

Dear Sir/Madam,

Being the manager of [mention Bank Name and Branch], I am writing this letter to request you to respond to the survey attached to this letter. As we know that the best customer support and satisfaction is always our priority. So for that purpose, we are conducting this survey to identify what elements of our service are most important to our customers.

So I request you to complete and return this survey in the postage-paid envelope as a response to this letter.

Feel free to contact me for any further details. Looking forward to your response.

Kind Regards.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]