**CLIENT SURVEY EMAIL
TEMPLATE**



Dear [Client Name], We were happy to work with you on the [name of project]. Now that the project is complete, we would love to hear your feedback. If you have a moment, please answer this short survey about your experience.

For the following questions, please place [ **X** ] in the box that applies:

1. How would you rate your experience with our project team?

[ ] Very Satisfied

[ ] Satisfied

[ ] Neither Satisfied nor Dissatisfied

[ ] Dissatisfied

[ ] Very Dissatisfied

1. Were all your concerns addressed?

[ ] Yes

[ ] No

[ ] Not Sure

[ ] Other:

1. How satisfied are you with the result?

[ ] Very Satisfied

[ ] Satisfied

[ ] Neither Satisfied nor Dissatisfied

[ ] Dissatisfied

[ ] Very Dissatisfied

1. How likely are you to return for any future projects?

[ ] Highly Likely

[ ] Likely

[ ] Not Sure

[ ] Unlikely

[ ] Highly Unlikely

Please provide additional feedback by answering the following questions:

1. What went well? What could be done again?

Answer:

1. What did not go well? What would you suggest we do differently to improve your experience regarding future projects?

Answer:

1. Any additional thoughts or concerns?

Answer:

Thank you for taking the time to answer these questions.

Sincerely,

[Name]



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