E-mail template for inviting partnership/project coordinators to fill in a questionnaire survey

Dear Dr./Pr. \_\_\_\_\_\_,

Following the recent conversations we had with NAME OF THE PARTNERSHIP COORDINATOR around our study on the impact of NAME OF THE PARTNERSHIP, I am contacting you as Coordinator/Participant of NAME OF THE PROJECT to invite you to fill in a questionnaire survey about the specific project. The aim of this survey is to collect data and information on the project as well as your overall experience from your participation. Your views and insights would be instrumental in upgrading and further improving the services and activities of NAME OF THE PARTNERSHIP.

Filling in the survey will not take more than XXXX minutes and you can do it in intervals as the system allows you to save your answers and come back later. We would greatly appreciate it if you could complete the survey until DATE the latest.

In addition, we would also appreciate your advice on other project participants you think we should contact to get their insights.

Thank you for the help and collaboration!

We are looking forward to your response and would be happy to provide any further information if needed.

With kindest regards,

YOUR NAME for the YOUR INSTITUTION

Reminder template

Dear Dr./Pr. \_\_\_\_\_\_,

We have seen that we are still missing your responses in the survey about the NAME OF THE PROJECT. This is a kind reminder for you to consider filling in the specific survey.

The aim of this survey is to collect data and information on the project as well as your overall experience from your participation. Your views and insights would be instrumental in view of upgrading and further improving the services and activities of NAME OF THE PARTNERSHIP.

Filling in the survey will not take more than XXXX minutes and you can do it in intervals as the system allows you to save your answers and come back later. We would greatly appreciate it if you could complete the survey until DATE the latest.

Thank you for the help and collaboration!

We are looking forward to your response and would be happy to provide any further information if needed.

With kindest regards,

YOUR NAME for the YOUR INSTITUTION