**FROM NAME – John Doe, Sample University**

**Original invite:**  
Subject: {{firstname}} - Your Opinion Matters

Send date:

Hello {{firstname}},

This is your chance to tell us what is working, and what is not working at [INSTITUTION] - You could even win a $XX gift card doing so.

Please complete the student satisfaction survey today. {{surveylink}}

Thank you for your feedback {{firstname}}

INSERT NAME AND TITLE OF INSTITUTIONAL CONTACT