

(Insert Date)

Dear Seminar Participant,

This is a reminder to please fill out the personal 360° Evaluation Survey. To date, we have still not received your survey. Your personal evaluation is very important in accurately assessing the responses of all participants. If you have not already done so, please log onto www.bridgingleadership.org, and complete the survey. Thank you very much.

Please contact (NAME), (TITLE), at (EMAIL) with any questions or concerns. We appreciate your timely response to this matter.

All the Best,

(INSERT NAME)