

RESOURCE | EMAIL TEMPLATE - BRIEF TO A RESEARCH AGENCY FOR DATA COLLECTION SERVICE

INTRODUCTION:

Copy and adjust the text below

Good morning,

I work in a **[*Enter company name*]**. We are **[*Describe company profile, what it does*]**. For one of our projects we need data collection service. Therefore we would like to get a quote from you in **[*Enter the currency name*]** currency **[*Enter gross or net*]** for completing this task. Below you can find more details:

REQUIREMENTS:

Copy and adjust the text below after the Introduction part

Data should be collected from **[*Describe the group of people from which data should be collected, e.g. representative group of U.S. consumers*]** **[*Enter additional requirements e.g. consumers who own credit card*]**. We need **[*Enter the number of respondents needed*]** completed surveys. Our survey has **[*Enter the number of questions*]** questions and **[*Please enter other info about your survey e.g. only closed questions*]**. Estimated completion time is **[*Enter estimated completion time*]** minutes. **[*If you already have your survey please add it in attachment and inform about it*]**. We need data on **[*Please enter delivery date*]** at the latest. **[*Please enter any other requirements e.g. data format or preferred collection method*]**.

ENDING:

Copy and adjust the text below after the Requirements part

Please let me know if you have any additional questions. Looking forward for the response.

Yours faithfully,

[*Enter name and surname*]

[*Enter company name*]

[*Enter contact details*]

