

## *Email Template: asking students to complete your survey*

Hello,

As your Class Rep, I’d like to encourage you to complete (insert survey name) survey. The survey aims to (insert the aim of the survey). We will use this information to make changes that will enhance the Student Learning Experience so it’s really important that you have your voice heard.

The survey can be completed here:

For more information visit -

Thank you,

(Insert Name).