From Name: Susan Administrator, Office of Campus Life

Reply to Address: [suad@campus.edu](mailto:suad@campus.edu)

Subject: Your feedback matters--win a free coffee at Starbucks!

Body:

Hello students!

The Office of Campus Life is preparing for our Spring Fling Concert event and we want your feedback! For example, last year you told us that while you enjoyed Dinosaur Barbeque, you wished there were more vegetarian options--we have a few veggie options in the survey to choose from this year!

Let us know what you want your concert experience to be!

[Insert instructions]

By completing the survey, you will receive coupon for a free coffee at the University Commons Starbucks! Just follow the instructions at the end of the survey.

Thank you for your participation!

Sincerely,

Sue Administrator

Offices of Campus Life

555-6555

[suad@campus.edu](mailto:suad@campus.edu)