

February x, 2014

«contact»
«title»
«bname»
«addr1» «unit»
«city», «state» «zip»

Dear «contact»,

We need your help **to identify the most pressing issues businesses face!** The federal government creates programs designed to help businesses. When businesses thrive our economy improves and workers have more job opportunities. Your response will have impact and be heard by decision makers.

Recently we have tried to contact you to ask you to complete a survey about the challenges firms like yours face in today's tough economy. If you have already completed this survey, thank you! If you have not answered the questions yet, we hope you will do so as soon as possible.

For this study we are contacting a wide variety of businesses across the nation. The results will help government understand some of what keeps businesses vital and thriving. The best way to understand barriers and obstacles to business is to ask directly.

To complete the survey, click on this link <http://opinion.wsu.edu/business/> to go to the web page. Next, enter this access code «**RESPID**» in the space indicated.

What is learned from this survey will be shared with Congress, the Small Business Administration, other Federal agencies and the public. In the past, these agencies have created programs to foster and stimulate businesses activity throughout the nation. Please provide your input to help target these programs to meet the needs of businesses such as yours.

If you have any questions, contact us at 1-800-833-0867 or sesrcweb7@wsu.edu and we will be happy to assist you. Thank you very much in advance for your assistance.

Sincerely,



Danna L. Moore
Interim Director, SESRC