

Appendix B8. WBC Client Reminder Email

To: [SELECTED WBC CLIENTS]
From: [STUDY TEAM]
Subject: Reminder to Complete Your “Women’s Business Center Survey”

Dear [CLIENT NAME]:

I am writing in reference to the earlier email sent on [DATE]. You have been randomly selected to complete a brief online survey regarding the business assistance you received from [WBC NAME] during 2017. The survey will remain open until [DATE].

To access the survey, please click on this [LINK].

Your participation is voluntary, but we would appreciate you taking some time to answer this brief survey that will help us determine the quality and impact of the assistance you received. The web survey is designed to be completed within approximately 6 minutes. You may begin the survey and continue at a later time if needed. Your answers will be saved. The data will be held in strict confidence and reported only in the aggregate without identifying any individual respondent.

If have any questions, please contact the study team by email at womensbusiness@2mresearch.com or by phone at 1-800-XXX-XXXX (toll-free) from 9:00 a.m. to 4:00 p.m. CST Monday through Friday. If you call outside of this time, please leave a message and we will return your call the following business day.

Thank you for your time,
[STUDY TEAM]

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is XXX-XXXX. The time required to read this email is estimated to average 1 minute (0.02 hours). Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Small Business Administration, Director, Records Management Division, 409 3rd St., S.W., Washington, DC 20416 and Desk Officer for the Small Business Administration, Office of Management and Budget, New Executive Building, Room 10202, Washington, DC 20503.
