

VA Letterhead

Date

Name

Address Line 1

Address Line 2

City, State ZIP

Dear (FILL NAME):

I am writing to ask for your help in an important Department of Veterans Affairs (VA) study to help understand the employment experiences and opportunities for recently discharged veterans ages 20-24.

We have hired an independent research company, Abt Associates, Inc., to contact you. Within the next few weeks, you will receive a phone call from Abt asking you to participate in the survey. All of the answers you give will be kept strictly confidential and no individual person or household will be identified in any reports resulting from the study. The questionnaire, on average, will take about 20 minutes to complete.

Your participation is voluntary, but we hope you will participate because only you can tell us about your experience as a veteran. Your answers along information from other veterans will help us improve the employment opportunities for all veterans.

Please accept my personal thanks for your service to our country and for your participation in this important project.

Sincerely,

XXX

VA

Date

Name

Address Line 1

Address Line 2

City, State Zip

Dear _____:

The Department of Veterans Affairs (VA) is requesting your help in an important research study about veterans ages 20-24 and employment. The information from this study will help the VA understand the employment experiences of recently discharged veterans.

Operations Enduring Freedom and Iraqi Freedom have heightened the interest and desire of the country, the Congress, and Federal agencies for the successful transition of service men and women into employment after their separation from military service. Because there is very limited information about the employment histories of veterans, your participation in this national study is most important. We are asking you to complete a questionnaire, requiring about 20 minutes or less of your time.

Your participation in this study is completely voluntary. You were randomly selected from a list of recently discharged veterans. It is important that all chosen veterans participate so that the VA can get a complete picture of employment-related issues among your peers. You may refuse to participate or end the interview at any time without penalty or loss of benefits to which you may otherwise be entitled. All information you provide will be kept confidential as required by law. No individual person or household will be identified in any reports resulting from the study.

Within the next few weeks, you will receive a call from Abt asking you to participate in the survey. We hope that you will take a few minutes to help with this important research. You may call Abt Associates' toll-free telephone number (1-\$\$\$-\$\$\$-\$\$\$) with any questions.

We appreciate your taking the time to talk to us. Thank you in advance for your assistance.

Sincerely,

Kristine Burnaska, Ph.D.
Project Director