

APPENDIX A2

NOTIFICATION MATERIALS

LETTERHEAD HERE

[Pre-notification Letter](#)

{Name}

{Address}

{City, State, Zip}

Dear {Name},

The Department of Veterans Affairs is committed to ensuring you and your family receive the support you deserve for your service to our country. To better understand how to provide you with the benefits you need, we will soon be conducting an important study of veterans.

In the next week, we will send you a short survey. Through the survey, we hope to gather your input on the **Veterans' Group Life Insurance Program**. We ask you to complete the survey, even if you do not currently have Veterans' Group Life Insurance. Your answers are very important to us. It should take you about 10 minutes to complete the survey.

Although we know how busy everyone is, we hope that you will take the time to assist us to develop excellent life insurance options for all veterans. In advance, thank you for your participation.

Sincerely,

THOMAS M.LASTOWKA

Director

LETTERHEAD HERE

Cover Letter to be included in the First Survey packet.

Dear Veteran:

The Department of Veterans Affairs is committed to ensuring you and your family receive the support you deserve for your service to our country. To better understand how to provide you with the benefits you need, we are conducting an important survey. Through this survey we hope to gather your input on the **Veterans' Group Life Insurance Program (VGLI)**. VGLI is a continuation of the Servicemembers' Group Life Insurance coverage that is available to all service members.

We would like to hear back from you even if you do not currently have Veterans' Group Life Insurance. Your answers are very important to us. It should take you about 10 minutes to complete the survey.

Participation in the survey is completely voluntary. Your decision about whether or not to participate in the survey will have no impact on your VGLI benefits or any other veteran benefits you may have.

Your answers will be used only for the purpose of this study and individual responses will not be reported to anyone at the VA. An independent research firm will tabulate and report the results as summary statistics only. If you have any questions about the survey, please contact xxx@westat.com or call toll-free, 1-888-xxx-xxxx.

Although we know how busy everyone is, we hope that you will take the time to assist us to develop excellent life insurance options for all veterans. In advance, thank you for your participation.

Sincerely,

THOMAS M. LASTOWKA

Director

LETTERHEAD HERE

[Thank you/Reminder Postcard](#)

Dear Veteran,

Thank you for your participation in the Department of Veterans Affairs recent survey on Veterans' Group Life Insurance. Your survey responses are very important to us.

If you have not already returned your completed the survey, we ask that you return it to us as soon as possible. Although we know how busy everyone is, we hope that you will take the time to assist us to develop excellent life insurance options for all veterans. In advance, thank you for your participation.

If you have any questions about the survey, please contact xxx@westat.com or call toll-free, 1-888-xxx-xxxx.

Sincerely,

THOMAS M. LASTOWKA

Director

LETTERHEAD HERE

Cover Letter to be included with the second survey packet.

Dear Veteran:

About three weeks ago, you were sent a questionnaire that asked about the **Veterans' Group Life Insurance Program (VGLI)**. VGLI is a continuation of the Servicemembers' Group Life Insurance coverage that is available to all service members. If you have already completed the survey, we appreciate your participation. If you have not completed it, we urge you to complete the enclosed survey.

The Department of Veterans Affairs is committed to ensuring you and your family receive the support you deserve for your service to our country. Although we know how busy everyone is, we hope that you will take the time to assist us to develop excellent life insurance options for all veterans.

We would like to hear back from you even if you do not currently have Veterans' Group Life Insurance. Your individual responses will not be reported to anyone at the VA and it should take you about 10 minutes to complete the survey. Participation in the survey is completely voluntary and your decision about whether or not to participate in the survey will have no impact on your VGLI benefits or any other veteran benefits you may have.

If you have any questions about the survey, please contact xxx@westat.com or call toll-free, 1-888-xxx-xxxx.

In advance, thank you for your participation.

Sincerely,

THOMAS M. LASTOWKA

Director