

<<Date: Month, Day, Year>>

«I\_First» «I\_Last»  
«ADDRESS1»  
«ADDRESS2»  
«CITY», «STATE» «ZIP»

Dear «I\_TITLE» «I\_Last»:

You were recently contacted by «A\_First» «A\_Last», an Investigator with the U.S. Office of Personnel Management. You were contacted as part of a Federal background investigation of «S\_TITLE» «S\_First» «S\_Last» being conducted by our Federal Investigative Services Division.

We are proud of our reputation as a provider of background investigations and we strive to assure that our investigations are conducted on the highest professional level. We have found that comments and suggestions from people who have been interviewed are extremely helpful in achieving this goal.

You are not required to respond to this letter, but I will appreciate your completing the brief questionnaire on the other side of this page. If you believe you received this letter in error, or any of the above information is incorrect, please make corrections above or provide comments on the reverse of this form.

We are enclosing a pre-addressed, postage-free envelope for you to use to return the questionnaire. Thank you for your assistance with the investigation and for your time and effort completing this inquiry.

Sincerely,



Kathy J. Dillaman  
Associate Director  
Federal Investigative Services Division

Enclosure

Public Burden Information: Public burden reporting for this collection of information is estimated to take approximately six minutes per response. This includes time for reading the letter and for reviewing and completing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Reports and Forms Management Officer, U.S. Office of Personnel Management, 1900 E Street NW, Paperwork Reduction (3206-0106), Washington, D.C. 20415-7900. The OMB Number, 3206-0106, is currently valid. OPM may not collect this information, and you are not required to respond, unless this number is displayed.