

Pre-notification Letter

[SPR Letterhead]

Dear [*fill Respondent Name*],

My organization, Social Policy Research Associates (SPR), has been contracted by the U.S. Department of Labor to conduct an evaluation of online and technology-based learning programs. I am writing to ask your help. Our records indicate that you were recently enrolled in a technology-based learning program offered by [*fill Grantee Name*] and ***we need you to respond to a short online survey*** about your experiences in this program.

Shortly after you exit your program, we will send you an email with a link to the online survey. ***Please help us by completing the survey.*** This study is an important one that will help the Department of Labor understand how well the programs worked and how satisfied people are with them. In appreciation for completing the survey, you will receive a ***\$15*** gift card.

Please know that the only purpose of this survey is ***research***. Your answers will be kept strictly ***confidential*** and will only be reported after combining your responses with those of all other respondents so that no individual person can be identified. The project is legitimate, federally funded research approved by the U.S. Office of Management and Budget (approval number 1205-XXXX, expiring xx/xx/xxxx), and questions regarding any aspect of this survey may be directed to the U.S. Department of Labor, Employment and Training Administration, Room N-5641, 200 Constitution Avenue, N.W., Washington, D.C. 20210 (Paperwork Reduction Project 1205-XXXX).

I am writing in advance because we have found many people prefer to know ahead of time that they will be contacted. If you have any questions about the evaluation, please contact me at (510) 763-1499 ext. 635 or email me at kate_dunham@spra.com. Thank you very much for your time and consideration.

Sincerely,

Kate Dunham
Project Manager
Social Policy Research Associates