

# [Organizing Body]



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Date: [Insert Date]

[Recipient]

[Title]

[Company]

[Address 1]

[Address 2]

[Address 3]

Dear [Recipient]:

Over the past few years there has been an increasing interest in the development and availability of standards and measurement services to help improve the quality and traceability of infrared optical property measurements and data of materials and surfaces. The evidence for this has come in many ways, including the discussions and conclusions of a series of EO-IR Workshop Meetings (see <http://www.sdl.usu.edu/conferences/eo-ir/> ) as well as direct inquiries and requests to the National Institute of Standards and Technology (NIST). One of the outcomes of the second EO-IR Workshop in 2006 eventually led to a NIST-conducted inter-comparison of near-normal infrared reflectance measurements at laboratories across the nation, as well as the establishment of standards and calibration services at NIST. You can find out more about the current NIST offerings in this area at <http://www.nist.gov/pml/div685/grp04/iropm.cfm>.

In order to more clearly quantify the status of the demand and specify the detailed requirements, we have produced the enclosed survey questionnaire for your consideration and input. It covers the primary topic of Angle Dependent Spectral Reflectance Standards for the Infrared along with a few questions related to user instrumentation and thoughts on the *EO-IR Workshop Series*. The completed questionnaires will be analyzed and the results will be presented at an appropriate conference such as the next *EO-IR Workshop*, and published in a appropriate journal such as *Optical Engineering* or *Applied Optics*.

Your survey responses will be kept confidential, in that neither you nor your company/agency will be specifically identified in any presentation or publication of results. Only broad categories of respondents will be identified, such as "aerospace", "energy", "industry", "academic institutions", or "government agency".

We would appreciate any opinions and comments that you may have relating to the topic. We will be accepting responses until [Month-Day-Year], and sending a reminder shortly before the due date. A webpage has been set up, where the survey PDF, the status and eventual results will be available. Please submit the survey electronically via e-mail to me at [hanssen@nist.gov](mailto:hanssen@nist.gov).

Sincerely,



[Your Name]  
[Your Title]