

Dear <Insert Name>,

We need your help! Recently, we sent you a survey on the National Park Service Pre-Award Phase Satisfaction Survey. Your responses to this survey are critical to improving our performance.

We have not received your survey. In case you misplaced the original survey, we have attached a new survey form. Please return the completed survey as an attachment via email to NPS_BPC@nps.gov by [Insert date].

If you have questions about the survey, please contact _____.

Paperwork Reduction Act Statement: We estimate it will take you 10 minutes to complete the survey, including time to read instructions, gather information, and complete and submit the survey. We will use the information to assess our performance and identify our strengths and weaknesses. Your response is voluntary and results will be anonymous. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB Control Number. You may submit comments on any aspect of this information collection to the Information Collection Clearance Officer, National Park Service, 12201 Sunrise Valley Drive (Room 2C114, Mail Stop 242), Reston, VA 20192.