



[Date to be inserted]

Dear FORTUNE Program participant:

We are writing to ask for your cooperation with an important evaluation. The Evaluation Division in the Office of Policy and Evaluation at the Bureau of Educational and Cultural Affairs (ECA), in the U.S. Department of State, is conducting a gender assessment of five ECA programs, including the FORTUNE Program you attended.

We would like to invite you to participate in this important research study. Evaluators from Research Solutions International (RSI), a Maryland DC-based research firm contracted by the Evaluation Division to lead this evaluation project, will contact you in approximately one week to invite you to complete an online survey through SurveyGizmo.com which should take approximately 35 minutes of your time.

This anonymous survey will focus on your experience in the program including your expectations of the program, what you learned and how you have used and shared the knowledge and skills you acquired upon your return home. Through these efforts, ECA will gain a better understanding of the way its programs affect men and women participants.

We hope you make time to fill out this important survey. Please do not hesitate to contact me with any questions or concerns regarding this request ([pittsmk@state.gov](mailto:pittsmk@state.gov)). If you have any questions regarding the survey or have difficulties filling it out please contact Izabella Zandberg at RSI ([izandberg@rsi-research.com](mailto:izandberg@rsi-research.com)).

We very much appreciate your assistance.

Sincerely,

Melinda Pitts

**Melinda K. Pitts, PhD**  
Senior Evaluation Officer

Office of Policy and Evaluation  
Evaluation Division  
Bureau of Educational and Cultural Affairs  
U.S. Department of State  
[pittsmk@state.gov](mailto:pittsmk@state.gov)