



# *National Personnel Records Center*

*Military Personnel Records*

*1 Archives Drive, St. Louis, Missouri 63138*

## **A SPECIAL REQUEST FROM THE NATIONAL PERSONNEL RECORDS CENTER**

(Name and address of person to whom survey was first mailed)

Dear (name):

Enclosed is a survey form identical to the one we sent to you about a month ago, asking about service that NPRC provided on the military records of [first and last name and service number]. If you have already mailed in your completed survey, please accept our appreciation and disregard this reminder.

If you have not yet returned the survey, we urge you to do so as soon as possible, to ensure that your opinion is included in the survey results. Your answers are highly valuable because you have had personal experience with NPRC and your attitudes and comments will go a long way to help the Center to improve its performance.

Please send your completed survey to the independent research organization whose address is shown on the postage-paid envelope we have provided. The research organization will add your survey answers to all others that they receive, which will make it impossible for NPRC to know how you answered your questionnaire.

Again, it is very important for us to know what customers think of our service. **Your** response to this survey is **especially important** because only a very few of the surveys are enclosed with the thousands of pieces of mail that we send out each week. Many thanks for your help.

Sincerely,

Scott A. Levins  
Director  
National Personnel Records Center

Enclosures