

Reminder Post Card – Example

OMB No. 0596-xxxx, Exp xx/xx/xxxx

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-xxxx.

Dear Arctic Refuge Visitor:

We sent you a questionnaire a week ago regarding your recent trip to the Arctic National Wildlife Refuge. If you have already returned the questionnaire to us, thank you very much for taking the time to do so. If you have not yet returned the questionnaire, this postcard is to remind you to complete and return it to us as soon as you can. We have found that we get the best information from respondents when they complete the questionnaire as soon as possible after their trip. We really value your input on this important subject. We encourage you to take this opportunity to help shape the future of planning and management for the Arctic Refuge.

Sincerely,

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