

Cover Letter

[Date]

Dear [SLAA Category]:

IMLS plans to redesign the LSTA Grants to States Program Extranet site (username/pwd: lsta / statepgms55). The site includes all statutes, regulations, forms, instruction and guidance relevant to the program. In order to make this a more user-friendly resource, we need to gather your feedback. We ask that you take about 15 minutes from your busy schedule to share your opinion on future enhancements, content, organization, and features.

To complete the web-based survey, visit: <http://form.jotform.us/form/41524091197151>

No names or addresses, or other personal information will be collected.

Thank you for helping us with this project! Your ideas and comments will be critical to development. Please note this survey will close on [date].

Sincerely,

Teri Devoe
Program Specialist

Follow-up Reminder

Dear [SLAA Category]:

A couple of weeks ago I wrote to you to ask for your help in improving the Grants to States Program Extranet site (username/pwd: lsta / statepgms55). If you have already responded to our survey, thank you and please disregard this email.

Your feedback is vitally important for the accuracy and completeness of our review. Many individuals have responded so far, but we have not yet received responses from all [SLAA Category].

Please take a few minutes to answer these questions that will help us serve you better. To complete the survey, visit: <http://form.jotform.us/form/41524091197151>

Thank you so much for your help and timely action on this request. As a reminder, this survey will close in two business days on [Date].

Sincerely,

Teri Devoe
Program Specialist