

DRAFT EMAIL FOLLOW UP REQUEST TO PARTICIPATE IN PRECLEARANCE INTERNET SURVEY:

Sender Information	From: [Name] Sent: [Date] To: [Email]
Informative Subject	Subject: [CBP Requests your Input]
Appeal for Help	<p>Earlier this month I wrote to request your participation in a brief survey intended to assess the potential impact of preclearance expansion on all small, medium, and large hub airports across the United States. As part of a select group invited to participate in this survey, your answers are extremely important to us.</p> <p>We have already heard from many airport directors, and look forward to hearing from you. By conducting this survey, we seek to engage our stakeholders and learn how preclearance expansion affects their business operations. Please take a few minutes of your time to complete this survey today, and share your thoughts with us.</p>
Access to Survey	<p>The survey is very brief and will only take about 20 minutes to complete. It will close on [Date]. Please read the attached fact sheet on preclearance before beginning the survey, as it will help assist in your ability to complete the questionnaire, then click the link below to go to the survey Web site (or copy and paste the link into your internet browser) and enter your airport code to begin the survey. If you do not wish to take this survey at this time, please click the following link to decline the invitation. This will enable us to ensure that your airport has received this information and declined this opportunity to provide feedback to CBP.</p>
Clickable link	Survey link: [http://www]
Individualized ID	Personal Access Code: [3-digit Airport Code]
Confidentiality	<p>As a reminder, your participation in the survey is completely voluntary. The access code is to remove you from the list once you have completed the survey. No personally identifiable information will be associated with your responses to any reports of these data. The United States Office of Management and Budget has approved this survey.</p>
Contact Information	Should you have any comments or questions, please feel free to contact me at [Email] or [Telephone #].
Thank you	Thank you very much for your time and cooperation. Feedback from our stakeholders is very important to us.

Sincerely,
[Name]
[Title]