



DEPARTMENT OF VETERANS AFFAIRS
Veterans Health Administration
Washington DC 20420

Date: [INSERT CURRENT DATE]

Dear: [INSERT FIRST AND LAST NAME]:

About two weeks ago we mailed you an important survey invitation aimed at learning how to provide timely communication to Veterans in the event of a natural disaster. If you have already completed the survey, please accept our thanks for helping with this important project. If you have not yet had a chance to complete it, please take **10 minutes** to complete the survey and help us as we seek to improve care for all Veterans.

You can answer the survey on the internet by entering the following URL into the address bar of your internet browser:

URL

Once there, please enter XXXX as your online survey code.

Or you may complete the enclosed paper copy of the survey and mail it using the postage-paid return envelope.

Participating in this survey is voluntary, but we hope that you can help us. As a reminder, your answers will be kept confidential. No one will connect your name to any information that you provide. We will combine your answers with answers from other participating Veterans and show data only as totals and averages.

Our first mailing to you contained \$2.00 in cash as a token of our appreciation for your time in completing the survey. If you have any questions about the survey, or experience technical difficulties with the online survey and need assistance, please call 800-xxx-xxxx or email the study team at XXXX@altarum.org.

The VA needs your help. Reply today!

Sincerely,

Dr. Daniel J. Bochicchio
Director, VHA Office of Emergency Management

OMB Control Number: [insert number]
Expiration: [insert date]
Public Reporting Burden Statement

VA may not conduct, sponsor, or require the respondent to respond to this collection of information unless it displays a valid OMB Control Number. All responses to this collection are voluntary. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time necessary for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Failure to furnish the requested information will have no adverse effect on any VA benefits to which you may be entitled.

The information you supply will be confidential and protected by the Privacy Act of 1974 (5 U.S.C. 522a) and the VA's confidentiality statute (38 U.S.C. 5701) as implemented by 38 CFR 1.526(a) and 38 CFR 1.576(b). Disclosure of information involves releases of statistical data and other non-identifying data for the improvement of services with the VA benefits processing system and for associated administrative purposes. If you have comments regarding this burden estimate or any aspects of this