

Format: Mathematica email
Send from: RPG email
Subject: Last day to complete the RPG staff survey!
Attachments: None

Dear [FIRST NAME] [LAST NAME],

Today is the final day to complete the RPG staff survey. As of yesterday afternoon our records indicated that you have [not yet started the survey/started the survey but not yet completed it]. If you have submitted the survey since then, thank you very much for your participation!

Your insights are critical to getting a comprehensive picture of the organizations implementing RPG-funded programs. **Please don't pass up this chance to help us learn about your views on program implementation and your organization.**

Please access your survey right away at [URL]. Your login information is:

Username: [USERNAME]

Password: [PASSWORD]

If you have questions or need assistance, please contact the study team at [EMAIL] or [TELEPHONE].

On behalf of our study team and the Children's Bureau, thank you for your participation!

Sincerely,
[NAME]

MATHEMATICA
Policy Research

Public reporting burden for this collection of information is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.** Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: XXX ATTN: XXX (xxxx--xxxx). Do not return the completed form to this address.