

Sample Email for all on-site visits

Dear _____,

Thank you for the time and effort to assist me when I was on site last week to perform the facility inspection. Attached please find my report with accompanying recommendations to assist you and the park staff to address issues identified during the inspection.

After working with you, I would love to hear from you about the services you received during the inspection process. Please use the survey link below to provide your feedback. The survey will take about three minutes to complete. Your feedback is very important to help improve our program and the services we provide.

Click here [\[insert survey URL\]](#) to begin the survey

Kind regards,

Sara

CAPT Sara B. Newman, DrPH, MCP
USPHS, Director, Office of Public Health
National Park Service
1201 Eye Street, NW STE 1004
Washington, DC 20005
Office: 202-513-7225
Cell: 202-222-8608
Fax: 202-371-1349
sara_newman@nps.gov

Sample Email for all non-on-site visits

Dear _____,

I am writing to thank you for all of your help during the recent facility inspection. Attached please find my report with accompanying recommendations to assist you and the park staff to address issues identified during the inspection.

After working with you, I would love to hear from you about the services you received during the inspection process. Please use the survey link below to provide your feedback. The survey will take about three minutes to complete. Your feedback is very important to help improve our program and the services we provide.

Click here [\[insert survey URL\]](#) to begin the survey

Kind regards,

Sara

CAPT Sara B. Newman, DrPH, MCP
USPHS, Director, Office of Public Health
National Park Service
1201 Eye Street, NW STE 1004
Washington, DC 20005
Office: 202-513-7225
Cell: 202-222-8608
Fax: 202-371-1349
sara_newman@nps.gov