

## REMINDER CONTACT – PARTNER ASSESSMENT

OMB Control Number 1090-0011

Expires: 08/31/2018

[Insert greeting],

We want you to know that you are a valued and appreciated partner for the [insert Urban Wildlife Conservation Program, Urban Bird Treaty Program, or Urban Wildlife Refuge Partnership program] in [insert name of city/area]. Recently, we sent you a Partner Assessment because we want your honest and critical feedback on your experience working with us. The information collected will help us understand what is going well and what could be improved.

We have not received your completed assessment. In case you misplaced the original, we have attached a new assessment form. Please return the completed assessment as an attachment via email to [insert local U.S. Fish and Wildlife Service contact information] by [insert date].

If you have questions, feel free to contact [me, or insert name (contact info below)] or the national [insert Urban Wildlife Conservation Program, Urban Bird Treaty Program, or Urban Wildlife Refuge Partnership program] coordinator: [insert program contact information].

Kind regards,

[insert local U.S. Fish and Wildlife Service contact information]

**Paperwork Reduction Act Statement:** We estimate it will take you 30 minutes to complete the assessment, including time to read instructions, gather information, complete, and submit the assessment. We will use the information to identify what is going well and what could be improved in the partnership and program. Your response is voluntary. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB Control Number. You may submit comments on any aspect of this information collection to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, 5275 Leesburg Pike, MS: BPHC, Falls Church, VA 22041-3803. Please do not send your survey to this address.