

**Supporting Statement for Collecting Data on Women's Business
Center Program Participants
(OMB Control Number: XXX)**

Appendix III. Introduction Letter

Dear [insert client name]:

You have been randomly selected to complete a brief online survey regarding the business assistance you received from [insert WBC name] during 2012.

[insert WBC name] is a resource partner of the U.S. Small Business Administration (SBA), and together we are striving to improve our programs and deliver meaningful assistance. We want to know if our programs and services are helping entrepreneurs and the broader economy by providing useful information about starting and managing businesses and by eventually helping businesses grow.

We would appreciate your taking a few minutes to answer some brief questions that will help us determine the quality and impact of the assistance you received. At the end of the survey, you will have the opportunity to provide additional feedback. The questions were developed and are administered by a private research firm, Optimal Solutions Group, LLC. All responses to these questions are voluntary. Individual data will be maintained by Optimal Solutions Group, LLC and SBA and held in strict confidence. It will not be released to [insert WBC name], to other government agencies, or to other private firms. The data will be reported only in the aggregate without identifying any individual respondent.

Please answer the questions based on your visit to [insert WBC name] during 2012.

Thank You

[insert WBC name]

U.S. Small Business Administration (SBA)

The estimated burden for completing this survey is 6 minutes. You are not required to respond to this survey or any other collection of information unless it displays a currently valid OMB approval number. The approval number assigned to this survey is 3245-XXXXX). Comments on the burden should be sent to U.S. Small Business Administration, Chief, AIB, 409 3rd St., S.W., Washington, D.C. 20416 and Desk Officer for the Small Business Administration, Office of Management and Budget, New Executive Building, Room 10202, Washington, D.C. 20503.