

**Needs Assessment Survey for Monitoring Data Synthesis  
Notification, Invitation, and Reminder Emails**

**A. Pre-Notification Email**

To: [surveyrespondent@example.com](mailto:surveyrespondent@example.com)

From: [NOAAContactExample@noaa.gov](mailto:NOAAContactExample@noaa.gov)

Subject: Needs Assessment Survey for Monitoring Data – We Need Your Opinion!

Dear [Respondent Name],

NOAA's National Estuarine Research Reserve System needs your feedback! In the next few days, you will receive an email with a link to a brief survey that NOAA is conducting to explore how long-term estuarine monitoring programs can better address regional and national coastal management needs. The survey will ask for your feedback on coastal management priority issues; use of coastal monitoring data and information to inform coastal management decisions; the extent to which this information meets your needs; and preferences on how monitoring data is synthesized and delivered.

**This is a voluntary survey.** The survey will take approximately 20 minutes to complete, and NOAA will use these survey results to help guide investments in data synthesis for research, education, and outreach programs. We value your input and hope you will participate. If you have any questions, please don't hesitate to contact me.

Thank you in advance for your participation!

Sincerely,

[NOAA Contact]

## B. Invitation Email

To: [surveyrespondent@example.com](mailto:surveyrespondent@example.com)

From: [NOAAContactExample@noaa.gov](mailto:NOAAContactExample@noaa.gov)

Subject: You're Invited! Please Participate in the NOAA Needs Assessment Survey for Monitoring Data

Dear [Respondent Name],

Thank you for your interest in data and information from the NOAA Needs Assessment Survey for Monitoring Data! This email provides you with a link to participate in our customer survey:

[Survey URL]

**This is a voluntary survey.**

We need your feedback on your coastal monitoring data needs. NOAA will use these survey results to help guide investments in data synthesis for research, education programs, and outreach products. The survey will take approximately 20 minutes to complete. We look forward to hearing from you!

This survey is being implemented by our partner, Eastern Research Group. If you have questions about this survey effort, please feel free to contact [ERG PERSON] at {email} or (xxx) xxx-xxxx.

Thank you for your time.

Sincerely,

[NOAA Contact]

### C. Reminder Email

To: [surveyrespondent@example.com](mailto:surveyrespondent@example.com)  
From: [NOAAContactExample@noaa.gov](mailto:NOAAContactExample@noaa.gov)  
Subject: Please Participate in Our Survey!

Dear [Respondent Name],

Thank you again for your interest in the NOAA Needs Assessment Survey for Monitoring Data! Please remember to take a few minutes to provide us with feedback on your monitoring data needs by participating in our survey:

[Survey URL]

**Participation is voluntary.**

We look forward to tailoring our data synthesis for research, education programs, and outreach products to better meet your needs!

Thank you for your time.

Sincerely,  
[NOAA Contact]