

## INVITATION LETTER TO IOWA EMPLOYERS SHORT FORM

[ON IOWA WORKFORCE DEVELOPMENT LETTERHEAD]

[DATE]

[DEAR DIRECTOR OF HUMAN RESOURCES]

Iowa Workforce Development (IWD) administers unemployment insurance programs. As part of our ongoing effort to improve services, we are asking you to complete a short survey (only three questions) about employer awareness of a particular IWD program. Westat, a research firm working with IWD under contract with the U.S. Department of Labor, is conducting the survey.

Your participation is voluntary and your answers will remain private. No individual or firm will be identified in any report based on the survey.

I encourage you to take two minutes to complete the enclosed one-page survey and return it in the enclosed business reply envelope to Westat, Inc., Room XXXX, 1600 Research Blvd, Rockville, MD 20850. If you have any questions, you can contact [NAME] of Westat at XXX-XXX-XXXX or by email at [name@westat.com](mailto:name@westat.com).

Thank you for considering this request. Your response will help us determine the success of our outreach effort.

Sincerely,

[NAME OF ADMINISTRATOR]  
Division Administrator  
Unemployment Insurance Division  
Iowa Workforce Development

### Paperwork Reduction Act Statement

*A Federal agency may not conduct or sponsor, and a person is not required to respond to this collection of information, unless it displays a currently valid OMB control number. Your obligation to reply to this survey is voluntary. The public burden for this survey is estimated to be 12 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection of information. Send comments concerning this burden estimate or any other aspect of this collection of information to the U.S. Department of Labor, Employment and Training Administration, Room XXXX, 200 Constitution Ave., Washington, DC.*