

## **Email Invitations and Reminders**

### **Initial Invitation**

SUBJECT LINE: The National Cemetery Administration needs your insights to develop historical programs

Dear (Name),

The National Cemetery Administration (NCA) maintains and preserves a vast store of historic resources that range from monuments to art and biographies. NCA is in the process of designing an NCA Educational Program to give the public access to these resources. It needs your insights in order to make sure that the programs are useful to organizations like yours and appealing to the people you serve.

Your participation is vital to this important effort. After completing the survey you will receive \$10 as a token of our appreciation. You should expect the survey to take about 10-15 minutes.

Just click on the link below to start the survey (or copy and paste it into your browser).

#### **Follow this link to the Survey:**

LINK HERE

Or copy and paste the URL below into your Internet browser:

SURVEY URL HERE

If you would prefer to be interviewed by telephone, please call (TELEPHONE NUMBER).

I want to thank you in advance for taking the time to contribute to this important study.

Sincerely,

Name

Title

If you have questions about the survey, please contact (NAME AND CONTACT INFORMATION FOR DESIGNATED PERSON).

LINK TO ADRG PRIVACY POLICY

## **First Reminder**

SUBJECT LINE: Your advice will help the National Cemetery Administration develop programs you can use

Dear (Name),

We sent you an email invitation for a survey about a new educational program that the National Cemetery Administration (NCA) is developing for organizations like yours. We haven't heard from you yet and hope that you will respond.

As you may know, the NCA maintains and preserves a vast store of historic resources that range from monuments to art and biographies. NCA is in the process of designing an NCA Educational Program to give the public access to these resources. It needs your insights in order to make sure that the programs are useful to organizations like yours and appealing to the people you serve.

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## **Second Reminder**

SUBJECT LINE: There is still time to give your advice to the National Cemetery Administration for its education programs for organizations like yours

Dear (Name),

I am writing to let you know that the NCA survey is still open. This is your opportunity to provide input on educational programs that would be useful to you. We hope that you will take this opportunity to respond to the survey.

As you may know, the NCA maintains and preserves a vast store of historic resources that range from monuments to art and biographies. NCA is in the process of designing an NCA Educational Program to give the public access to these resources. It needs your insights in order to make sure that the programs are useful to organizations like yours and appealing to the people you serve.

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If you would prefer to be interviewed by telephone, please call (TELEPHONE NUMBER).

I want to thank you in advance for taking the time to contribute to this important study.

Sincerely,

Name

Title

If you have questions about the survey, please contact (NAME AND CONTACT INFORMATION FOR DESIGNATED PERSON).

LINK TO ADRG PRIVACY POLICY

### **Third Reminder**

SUBJECT LINE: Don't miss this opportunity to advise the National Cemetery Administration on its educational programs!

The National Cemetery Administration Survey will close soon. Please don't miss this opportunity to view the NCA your point of view on how it can best utilize its historical resources to develop educational programs useful to organizations like yours.

As you may know, the NCA maintains and preserves a vast store of historic resources that range from monuments to art and biographies. NCA is in the process of designing an NCA Educational Program to give the public access to these resources. It needs your insights in order to make sure that the programs are useful to organizations like yours and appealing to the people you serve.

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If you would prefer to be interviewed by telephone, please call (TELEPHONE NUMBER).

I want to thank you in advance for taking the time to contribute to this important study.

Sincerely,

Name

Title

If you have questions about the survey, please contact (NAME AND CONTACT INFORMATION FOR DESIGNATED PERSON).

LINK TO ADRG PRIVACY POLICY

## **Fourth Reminder**

SUBJECT LINE: Your opportunity to advise the National Cemetery Administration will end (Day of Week)

Dear (Name),

Please don't miss this opportunity to view the NCA your point of view on how it can best utilize its historical resources to develop educational programs useful to organizations like yours.

As you may know, the NCA maintains and preserves a vast store of historic resources that range from monuments to art and biographies. NCA is in the process of designing an NCA Educational Program to give the public access to these resources. It needs your insights in order to make sure that the programs are useful to organizations like yours and appealing to the people you serve.

Your participation is vital to this important effort. After completing the survey you will receive \$10 as a token of our appreciation. You should expect the survey to take about 10-15 minutes.

Just click on the link below to start the survey (or copy and paste it into your browser).

### **Follow this link to the Survey:**

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Or copy and paste the URL below into your Internet browser:

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If you would prefer to be interviewed by telephone, please call (TELEPHONE NUMBER).

I want to thank you in advance for taking the time to contribute to this important study.

Sincerely,

Name

Title

If you have questions about the survey, please contact (NAME AND CONTACT INFORMATION FOR DESIGNATED PERSON).

LINK TO ADRG PRIVACY POLICY