

Appendix B-4 Director Survey Reminder E-mail

Dear [OVBD director's name],

This is a friendly follow-up to Barbara Carson's e-mail to remind you that your fully completed VBOC director survey is due by December 4, 2015. It is important for the U.S. Small Business Administration (SBA) to evaluate the performance of the VBOC program and to develop plans for improving it and assessing its impact on clients' business-related goals. Your completion of the survey will help SBA achieve these aims.

To complete the survey, please click on the following link:

<Survey Link>

If you have any questions about the survey, please do not hesitate to contact Optimal by phone at 301-306-1170.

Thank you very much for your assistance during this data-collection process. We are very appreciative of your taking the time to complete the survey.

Respectfully,

Allison Holmes, Ph.D.

Optimal Solutions Group, LLC