

**INSTRUMENT 9**

**PARTNER NETWORK SURVEY EMAIL 3 – AJC PARTNER CONTACT**

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**PARTNER NETWORK SURVEY EMAIL 3: AJC PARTNER CONTACT**

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Dear <AJC partner organization contact>:

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The <name of local AJC> is currently participating in the Institutional Analysis of American Job Centers (AJCs), a national study sponsored by the U.S. Department of Labor about the structure and operations of AJCs across the country. We identified <partner organization name> as one of the primary service delivery entities in our network.

A few weeks ago, Mathematica Policy Research reached out to you to request your participation in a survey of AJC partner organizations. **We ask that you please join us in participating in this important study by completing the brief questionnaire that was sent to you, if you have not done so already.**

Insights gained from this study of AJCs will provide information that policymakers and administrators can use to accurately describe the full range of institutional features that shape AJCs' day-to-day operations and customer experiences, and a deeper understanding of how AJC networks operate. **Your organization's participation is critical to the success of the study.**

If you need assistance with completing the survey, please call 1-xxx-xxx-xxxx.

If you have any additional questions about the Institutional Analysis of AJCs, please contact the study team at <study team email>, or the study's project officer, Erika Liliedahl, Chief Evaluation Office, Department of Labor at (202) 693-5992 or Liliedahl.Erika@dol.gov. The OMB control number for this project is <OMB control number>; expiration date <date>.

Sincerely,

<AJC representative signature>

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