

**INSTRUMENT 10**

**PARTNER NETWORK SURVEY EMAIL 4 – MATHEMATICA FOLLOW-UP**

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**PARTNER NETWORK SURVEY EMAIL 4: MATHEMATICA FOLLOW-UP**

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Dear <AJC partner organization contact>:

About <number of weeks > ago, we sent you an email requesting your participation in a survey for the Institutional Analysis of American Job Centers (AJCs) sponsored by the U.S. Department of Labor. If you have already completed the survey, please accept our sincere appreciation! If you have not yet completed your survey, please do so at your earliest convenience.

The survey should take **no more than 10 minutes of your time**. Please open the attached questionnaire, fill in your responses, and return the document to me at <study team email> by simply replying to this message.

The purpose of this survey is to collect information about your organization's relationships with other organizations within the AJC service delivery network. This survey of AJC partners will inform an in-depth analysis that 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 inform system improvements.

Your facility is an important part of this effort and **your participation in the study is crucial to its success**.

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>.

Thank you very much for your cooperation and participation in this important survey.

Sincerely,

Pamela Holcomb  
Director, Institutional Analysis of American Job Centers

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