

Appendix C-3 Small Business Participant Survey Reminder E-Mail

Dear [FirstName],

This is a reminder to complete the brief [cluster name] participant survey for which you were sent an invitation on [insert date].

Your completion of this brief survey, which will remain accessible until [insert date], is very important and will be used to assess the impact of the [cluster name] services, activities and events and help guide future cluster initiatives.

We greatly appreciate your time and input!

[Take Survey](#)

If you have any general questions about the survey, please contact [Cluster Point of Contact] at [Cluster point of contact Email]. If you experience technical difficulties accessing or submitting the survey, please contact Optimal Solutions Group, LLC at clusters@optimalsolutionsgroup.com or at 1-800-970-2487.

[Cluster Administrator]

[Cluster name]

Please note: you are receiving this email because you or your company is a participant in the [cluster name]. Your input is highly valued and requested by your cluster administrator. However, if you believe this survey was sent to you by mistake, you may click here to unsubscribe from this system.