

## **Appendix B-4 Intake Survey Reminder E-mail**

Dear [FirstName],

This is a reminder to complete the Emerging Leaders assessment for which you were sent an invitation on [insert date]. You have until [insert date] to complete the assessment. This allows your instructor time to personalize the class for you and to generate industry reports you will need for the finance module.

This is an important first step of the Emerging Leaders initiative. This baseline survey will collect data about you and your business and be used to evaluate the initiative. The results of this assessment will also be used by you and your instructor throughout the curriculum.

[Take Survey](#)

Once you press the submit button, an email with your responses will be automatically sent to you and your instructor. Be sure to print a copy and bring it to your next session. Please feel free to contact [feedback@interise.org](mailto:feedback@interise.org) or 617.350.6300 if you need any assistance regarding your business assessment.

[Emerging Leaders Project Director]

[Emerging Leaders Instructor]