

Format: Mathematica email
Send from: RPG email
Subject: Please help get the word out about the RPG partner survey
Attachments: Frequently asked questions

Dear [FIRST NAME] [LAST NAME],

Participation in the RPG partner survey continues to grow, but we could use your help reminding the contacts at organizations in your partnership who have not yet completed the survey to do so, and thanking those who have. Partners who were invited to complete the survey have until [DATE] to participate. The survey is critical to our national cross-site evaluation by providing a comprehensive picture of the partnerships and collaborations supporting RPG program implementation.

As of today, [##] percent of your partners have participated (we are unable to tell you which organizations have done so in order to protect their privacy). Could you please send your partners an email reminder or make an announcement at a meeting to thank those who have already participated and request that others do so?

For your convenience we have attached answers to frequently asked questions. You or your partners are welcome to contact our team at any time at [EMAIL] or [TELEPHONE].

Thank you in advance for your assistance. Your efforts will ensure a successful survey.

Sincerely,
[NAME]

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Policy Research

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