

Web Survey Recruitment Email to SAVE User Agencies

Dear «FirstN» «LastN»,

As explained in the attached letter from the U.S. Citizenship and Immigration Services (USCIS), [IMPAQ International LLC](#) (IMPAQ) is conducting an important independent evaluation of the Systematic Alien Verification for Entitlement (SAVE) Program, in which your organization is currently participating. This evaluation is designed to explore how SAVE operates in the field, and to identify challenges and areas for improving the Program.

The intent of this email is to provide you advance notice about the evaluation, and a forthcoming email request for your participation in an online web survey of all SAVE user agencies – a central component of the evaluation. During the upcoming week you should receive an email notice that will inform you about the launch of the SAVE User Agencies Survey along with directions for completing the survey. You will be provided a unique web address and login code (PIN) that will allow you to access the online survey. This unique code helps to assure the confidentiality of your responses.

If you believe you are not the right person in your organization to respond, please contact us to provide the name and contact information for the person who is a better contact for purposes of this evaluation.

Your participation in the evaluation is voluntary. As a SAVE User Agency member, your information is vital to the success of the evaluation, and your agency's participation is strongly encouraged. Any data and/or information shared during the evaluation will be handled with anonymity. Only the research team conducting the evaluation will have access to the data and information your agency shares. All data and information will be pooled with the data and information collected from other Save User Agencies, and will be published in aggregate form only.

We very much appreciate your time and support in this essential evaluation. If you have any questions, please feel free to contact me at 1-xxx-xxx-xxxx or by email at name@impaqint.com. Thank you in advance for your participation.

Sincerely,
Name/Title of IMPAQ POC