

Appendix AI

Outlet Survey Email to Grantees

English only



OMB Approval No. 0584-XXXX
Expiration Date: XX/XX/20XX

{Date}

{FIRST NAME} {LAST NAME}
{STREET ADDRESS}
{CITY}, {STATE} {ZIP CODE}

Dear {FIRST NAME} {LAST NAME}:

REMINDER

Five weeks ago, we mailed the FINI Outlet Survey to all outlets offering [NAME OF INCENTIVE]. We are pleased to inform you that all but the following outlets completed and returned the survey to us:

Please follow-up with the outlet manager for the outlets listed above, with a request to complete the survey and send it back to us as soon as possible.

If they need another copy of the survey, please have them call 1-XXX-XXX-XXXX, and we will be happy to mail it directly to them.

Thank you for your assistance!

Sincerely,

PROJECT DIRECTOR

