**Appendix AI**

**Outlet Survey Email to Grantees**

**English only**

{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



According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.  The time required to complete this information collection is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.