

Date

Dear [Participant Name],

I am writing you because our records show that you haven't completed your survey for the Evaluation of Youth CareerConnect (YCC). This is a national study sponsored by the U.S. Department of Labor (DOL) and is being conducted by researchers at Mathematica Policy Research and Social Policy Research Associates and we would really like to hear from you.

This is your chance to make a difference! Your answers will help DOL learn more about how high schools can help young people succeed after high school.

[IF 2 WEEKS AFTER SAMPLE RELEASE: If you complete the survey within the next **two** weeks (before [DATE]), you will receive a gift card worth **\$40**. It can be used anywhere that credit or debit cards are accepted.]

[IF 3 WEEKS AFTER SAMPLE RELEASE: If you complete the survey within the **next** week (before [DATE]), you will receive a gift card worth **\$40**. It can be used anywhere that credit or debit cards are accepted.]

[IF 4 WEEKS AFTER SAMPLE RELEASE: To thank you for completing the survey, you will receive a gift card worth **\$25**. It can be used anywhere that credit or debit cards are accepted.]

To learn how to complete the survey online, please see the insert included with this letter. The survey is meant for only you to complete, so please keep your log-in information somewhere safe. If you would prefer to complete the survey via telephone with a trained interviewer, please call us at 1-844-213-9986. There is no cost for calling this number.

As a reminder, you will be mailed a gift card once you complete the survey, so please log-in and complete the survey today! If you already completed the survey, thank you for your time! You should receive your gift card soon.

If you have any questions, please call us. Our phone number is 1-844-213-9986. There is no cost for calling this number. You can also send us an e-mail at contact@ycc-study.com. Thanks again for agreeing to be a part of the study. We look forward to hearing from you soon!

Sincerely,

Alicia Harrington
Alicia Harrington
Survey Director

Enclosure
Ref [MPRID]

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays an Office of Management and Budget (OMB) control number. The valid OMB control number for this information collection is xxxx-xxxx. Public reporting burden for this collection of information is voluntary and is estimated to average 30 minutes, including the time to review instructions, search existing data resources, gather the data needed and complete and review the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Jessica Lohmann at 202-693-5087 or Lohmann.Jessica@DOL.gov and reference the OMB Control Number xxxx-xxxx.