

DRAFT REMINDER NOTICE

Dear **(Company Contact)**,

As a follow-up to our **(Date)** notice of the NIST SBIR survey, we again ask for your help in responding to this survey request. So far, we have received a xx% response rate. These responses have been very insightful and will help NIST improve the management of the program's operations. Unfortunately, without your valuable insight, we will not have a complete picture of how the program has been operating.

For your convenience, the deadline for responding to this survey has been extended to **(Date)**.

If you have any questions or would like to talk to us about this survey, please feel free to contact me at **(Phone number)**.

Sincerely,