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.