

Attachment 6: Sample Cover Letters

Attachment 6: Sample Cover Letter Electronic Mail

Follow-Up Invitation:

Dear Colleague,

Thank you for agreeing to be contacted by the TCC for a brief 1-month follow-up evaluation of the **{Event name here}** that you attended on **{Event Date here}** in **{Event location here}**.

We would appreciate your honest feedback about this training by clicking on the following link:

INSERT LINK HERE

We will ask you to supply information to determine your unique identification code. This code will be used to link your answers to those you supplied immediately following the **{type of event here}**, however, it WILL NOT be used to identify your name. All of the information we collect will be presented based on the responses of the training group as a whole, not any one person. The survey should take **less than 10 minutes** to complete and you can exit at any time by closing your browser. If you have any questions regarding the survey, please reply to this email.

Sincerely,

One Month Reminder:

Dear Colleague,

Approximately one month ago, we contacted you to provide your honest feedback about the **{Event name here}** that you attended on **{Event Date here}** in **{Event Location here}**. If you have completed the online survey, thank you, and please disregard this message.

If you did not receive the survey, perhaps because of some error on our part, or were unable to complete it at that time, we want to give you this second opportunity to provide your unique and valuable feedback regarding the training. The survey should take less than 10 minutes to complete and you can exit at any time by closing your browser. To complete the survey, please click on the following link:

INSERT LINK HERE

Again, we will ask you to supply information to determine your unique identification code. This code will be used to link your answers to those you supplied immediately following the **{Type of event here}**, however, it WILL NOT be used to identify your name. All of the information we collect will be presented based on the responses of the training group as a whole, not any one person. Thank you for agreeing to be contacted by the TCC and have a wonderful day!

If you have any questions regarding the survey, please reply to this email.

Sincerely,

Attachment 6: Sample Cover Letter Regular Mail

[Date]

[Name and address of Participant]

RE: **[Name of Event]**

Dear [Name of Participant]:

The [Name of TCC] Technology Transfer Center strives to provide accurate and up-to-date information through trainings, workshops, and events. We have gained valuable information from the pre and post evaluations that you and other participants filled out at the **[Name of Event]** [Date of Event] in [Event Location]. We thank you very much for completing those surveys.

At the above training, you indicated that you would be willing to complete a follow-up survey. This survey is enclosed. Please take a few minutes now to complete the survey and return it to us in the enclosed postage prepaid envelope by **[Due Date]**. We are federally required to achieve an 80% response rate, and therefore follow-up phone calls will be made in instances where follow up forms are not returned.

Thank you for your invaluable support of the TCC. I look forward to receiving your comments and suggestions.

Sincerely,

Enclosures