

Appendix B1. WBC Introductory Letter



[DATE]

Dear [WBC ADMINISTRATOR NAME],

Your Women's Business Center (WBC), [WBC NAME], is an important resource partner of the U.S. Small Business Administration, and together, we strive to improve our programs and deliver meaningful assistance. Each year, we want to know if our programs and services help entrepreneurs and the broader economy by providing useful information about starting and managing businesses and whether they eventually help businesses grow. [WBC NAME] has been selected to participate in a survey about business assistance.

In order to meet the survey objectives, we respectfully request your assistance in providing the full list of clients who received any amount of counseling or training assistance from your WBC in calendar year 2017. All information collected will be used for research purposes only and will be kept private to the extent provided by law. The information collected will not affect program benefits for any WBCs. In a few days, you will receive an email with additional details on the type of information we are requesting and instructions on how to submit this information. Below, we have included a summary of the information we will be requesting.

- Client's first and last name
- Client's email address
- Client's telephone number
- Client's mailing address
- Client's business phase (pre-venture versus in-business)
- Gender (if available)
- Race/ethnicity (if available)

We are requesting that this information be provided, using the spreadsheet we will send in the email, no later than [DATE].

If you have any questions or concerns when submitting your client list, please contact me at [PHONE NUMBER] or [EMAIL ADDRESS].

We thank you in advance for your cooperation.

[CONTACT NAME]

U.S. Small Business Administration