

Appendix B4. WBC Reminder Email



To: [ALL ELIGIBLE WBCS]
From: [SBA]
Subject: FW: Information Request for Women's Business Center Survey
[ATTACHMENT: APPENDIX B3. WBC CLIENT DATA TEMPLATE]

Dear [WBC ADMINISTRATOR NAME],

This is a friendly reminder to provide a full list of clients who received any amount of counseling or training assistance from your WBC in calendar year 2017. Please see the spreadsheet attached and the email below (sent to you previously) for details.

Please email the completed spreadsheet back to me by [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

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is XXX-XXXX. The time required to read this email is estimated to average 1 minutes (0.02 hours). Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Small Business Administration, Director, Records Management Division, 409 3rd St., S.W., Washington, DC 20416 and Desk Officer for the Small Business Administration, Office of Management and Budget, New Executive Building, Room 10202, Washington, DC 20503.
