Appendix C.9 – Survey Reminder Email 4

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**From:** **[SBA STUDY TEAM]**

**To:** **[SURETY AGENT CONTACT]**

**Subject:** Reminder for the Surety Bond Guarantee Program Impacts on the Fee Reduction Survey

**XX/XX/20XX**

Dear **[SURETY AGENT CONTACT NAME]**,

We encourage you to complete the web survey for the**Evaluation of Fees on SBA’s Surety Bond Guarantee Program** study. We understand that you are busy, so please feel free to have other members of your staff complete the survey—simply forward the link below. responses are voluntary; however, the information you provide is important not only to the study but also to the Surety Bond Guarantee Program.

Attached to this email is a document containing responses to anticipated Frequently Asked Questions for this survey.

To fill out the survey, please click on the following link **[Survey Link]** and submit the survey by **[insert date]**.

Thank you so much for your participation in this study.

Sincerely,

**Brittany Borg**Director, Analysis and Evaluation Division

Office of Program Performance, Analysis, and Evaluation

Office of the Chief Financial Officer

**U.S. Small Business Administration**

Enclosed: Frequently Asked Questions

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