

Appendix C.9 - Survey Reminder Email 4

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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for the Small Business Administration, Office of Management and Budget, New Executive Building, Room 10202,
Washington, DC 20503.