

Appendix C.8 - Survey Reminder Email 3

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],

Recently, we sent you an email about participating in a web survey for the **Evaluation of Fees on SBA's Surety Bond Guarantee Program** study. Your responses are voluntary; however, your answers to this survey will help the U.S. Small Business Administration improve and better implement existing programs and services.

We strongly encourage you to complete the survey by clicking the following link: [Survey Link].

If you would like to complete the survey over the phone, please contact the study team by email at **performance.management@sba.gov**. Attached to this email is a document containing responses to anticipated Frequently Asked Questions for this survey.

Thank you,

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

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 2 minutes (0.03 hours). However, the total time required for your participation is estimated at 15 minutes. 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.