

Appendix B.6 – Survey Reminder Email 2

To: [SURETY FIRM CONTACT]

From: [SBA STUDY TEAM]

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

XX/XX/20XX

Dear [SURETY FIRM CONTACT NAME],

This is a reminder to complete the web survey for the **Evaluation of Fees on SBA's Surety Bond Guarantee Program** study as soon as possible. Your responses are voluntary; however, your experience and perception of the Surety Bond Guarantee Program's new fee structure is important to the study and will inform the U.S. Small Business Administration on future program decisions.

Completing the web survey online is easy. If you choose, you can complete part of the web survey at one time, save your responses, and return to complete and submit the survey at another time. The survey can be accessed by clicking this link: **[Unique Link to survey]**. For your convenience, this unique URL will directly open the web survey without the need for any login information.

If you have any questions or concerns, please do not hesitate to contact the SBA survey help desk by emailing **performance.management@sba.gov** (or simply reply to this email).

We thank you in advance for your cooperation.

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

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.

