Appendix B.10 – Post-Survey Clarification Email

|  |  |  |
| --- | --- | --- |
|  |  |  |

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

**To:** **[SURETY FIRM CONTACT]**

**Subject**: Surety Bond Guarantee Program Impacts on the Fee Reduction Survey– Clarifying Questions

**XX/XX/2020**

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

Thank you for completing the web survey for the **Evaluation of Fees on SBA’s Surety Bond Guarantee Program** study. As we review the survey data, we have found that we need further clarification on the following question(s) from your survey responses:

|  |  |
| --- | --- |
| Question: AAA | Response: BBB |
| Clarification: We would like to know . . . |
| Question: CCC | Response: DDD |
| Clarification: We would like to know . . . |

We would very much appreciate it if you can provide the information above. You may reply directly to this email or by emailing **[EMAIL]**.

Thank you for your participation in this study.

Sincerely,

**Dallas Elgin, PhD**

Project Director

2M Research

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 3 minutes (0.05 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. |