

## **Attachment C3. Grantee Web-Based Data Collection Recruitment Letter**

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[Date]

[Name of Grant Project Director]  
[Address]

Re: Participation in the Maternal Health Portfolio Evaluation

Dear [Name]:

As you know [ORGANIZATION NAME] is conducting the evaluation of the Maternal Health Portfolio. Part of this evaluation study, includes gathering important data elements through an annual web-based instrument. These web-based data collections will allow us to learn about the preliminary outcomes of your program. We are also interested in special considerations and modifications for scaling and spreading program components.

The online form will be tailored to your program depending on your activities. The information that you submit in the data collection instrument will be very important to our interim and final evaluation reports for HRSA. The form will take approximately 30 minutes to complete.

We appreciate your assistance in this very important evaluation. If you have questions about this study, please contact me at [PROJECT DIRECTOR EMAIL] or [PROJECT DIRECTOR PHONE NUMBER].

Thank you for your participation in this very important study.

Sincerely,

[PROJECT DIRECTOR NAME]  
Project Director