

Appendix C-6 Intermediary Reminder Recruitment Email

Reminder recruitment email

Optimal Solutions Group, LLC
5825 University Research Ct., Suite 2800
College Park, MD 20740

RE: The Survey for the Microloan Program

Dear <Participant name>:

You may recall receiving an e-mail inviting you to participate in a survey designed to get your input on ways to improve the Microloan Program. This is just a friendly reminder asking you to participate by using the link below to access the survey on-line. The survey should take less than 20 minutes to complete.

Your participation is very important to improve the program to ensure that businesses like yours have successful outcomes with this valuable program.

To complete the survey, please follow the link below:

<INDIVIDUALIZED SURVEY LINK>

If you have questions about your participation in this study, please call Optimal at (301) 918-7331 Ext. 131 or send email to sbacfo@optimalsolutionsgroup.com.

If you have questions about this study, please contact Shay Meinzer at the SBA, (202) 539-1429, or send email to shay.meinzer@sba.gov.

For more information about the Microloan Program, please visit: <https://www.sba.gov/loans-grants/see-what-sba-offers/sba-loan-programs/microloan-program%20>

Thank you again for your time and cooperation.

Sincerely,

Harrison Greene,
Project Director

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 (such as this survey) unless it displays a valid OMB control number. The control number for this information collection is 3245-XXXX (Expires XX XX, 20XX). 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.