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To: _____

Cc: _____

Subject: Help Disseminate National Institute of Nursing Research Survey

Dear X,

I'm reaching out on behalf of the National Institute of Nursing Research (NINR), to ask for your help in sharing an email with your [constituents/colleagues/members/students] about a short survey. The survey seeks feedback on a draft version of a new NINR brochure.

The email text about the survey is below. Thank you in advance for taking the time to share this email with your [constituents/colleagues/members/students] and encouraging their participation. Please contact me at [insert email address] if you have any questions.

Sincerely,

<Insert signature block>

Subject line: Your Help is Needed!

The National Institute of Nursing Research (NINR) is seeking feedback on a draft version of a new NINR brochure.

NINR invites you to share your thoughts on this new brochure through a brief, 10-question survey. The survey should take 15 minutes or less to complete. All responses are anonymous.

The survey can be accessed at the following link: [insert link to survey].

Please feel free to contact me with any questions.

Thank you for your time,

<Insert signature block>

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