



NATIONAL DEFENSE RESEARCH INSTITUTE

[XXXX - Date will be changed to reflect actual date of mailings]

[Recipient Name - will be changed to reflect recipient information]

[Recipient Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

I am writing to request [COMPANY NAME]'s assistance with a national Department of Defense (DoD)-sponsored research study. As the [RECIPIENT TITLE] for your organization, we would like you to represent [COMPANY NAME] in a short, one-time telephone interview about the rewards and challenges of employing members of our nation's Reserve Components, which include the Army and Air National Guards and the Reserves of the Army, Navy, Marine Corps, Air Force, and Coast Guard.

[COMPANY NAME]'s input will help DoD to sustain and improve support for organizations such as yours with hiring and employing Guard and Reserve personnel. These may include additional support programs or recommended changes to laws or policies given the increased, ongoing mobilization of the Guard and Reserve and the continuing need to balance the rights, duties, and interests of civilian employers, Guard and Reserve members, and their families.

RAND is a non-profit research organization and is independent of DoD. As part of this study, RAND is conducting 45-minute interviews with employers from across the country spanning the public and private sectors. The discussion itself will be confidential, but views will be analyzed along with those of other employers to inform the findings of our study.

We will contact you by telephone in the near future to confirm your participation in an interview and answer any questions that you may have. We look forward to hearing your views on this important issue. Please feel free to contact me with any questions or concerns. I have enclosed my business card as well as a fact sheet providing additional information about this study.

Sincerely,

Laura Werber
Senior Management Scientist

Enclosure