

SUBJECT: BEES Study – Trying to reach you

Dear [NAME],

Over the past few weeks, staff from Abt Associates has been trying to reach you so you can complete a survey as part of the Building Evidence on Employment Strategies for Low-Income Families (BEES) study. When you applied to [BEES PROGRAM], in [SITE], you agreed to take part in the BEES study. Your participation is voluntary. Your input is very important and all information you provide will be kept private to the extent permitted by law. The survey should last about [15/30] minutes and after you complete the survey you will receive a gift card valued at [\$15/\$25] to thank you for your help with this important study.

BEES is funded by the U.S. Department of Health and Human Services (HHS). These surveys will help HHS to see how programs like [BEES PROGRAM] are working. We are interested in the experiences of everyone who applied to the [BEES PROGRAM], even if you were not selected to participate in the program.

We would like to schedule an appointment to complete the survey at a time that is convenient for you. Please respond to this email or call me at [xxx-xxx-xxxx]. Use this ID number to help me locate your record: [ABTID]. I would also be happy to answer any questions you may have about the survey.

[When appropriate:] You can also complete the survey here [insert URL] using your ID number [insert ID].

Thank you in advance!

Sincerely,  
[Field Manager Name]  
BEES Study Field Manager

*The Paperwork Reduction Act Statement:* This collection of information is voluntary and will be used to understand programs that aim to improve employment outcomes for low-income adults. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number and expiration date for this collection are OMB #: XXXX-XXXX, Exp: XX/XX/XXXX.