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Month Day, Year

{SALUTE} {FIRST NAME} {LAST NAME}  
{ADDRESS 1}  
{ADDRESS 2}  
{CITY}, {STATE} {ZIP CODE}  
{COUNTRY}

Subject: Your input is critical! Please participate in the DoD Women’s Reproductive Health Care Provider Survey (WRHCPS)!

Dear {SALUTE} {FIRST NAME} {LAST NAME}:

We are following up on an invitation we mailed you recently to fill out a **confidential web survey** as part of the DoD Women’s Reproductive Health Care Provider Survey (WRHCPS). **The WRHCPS is the first time that DoD has focused a survey on the reproductive health care being provided to active-duty service women (ADSW).** The results of this survey will be used by DoD to ensure that ADSW have the reproductive health care they need to be ready to serve. **We need your input!**

If you have already completed the web survey, thank you for your time and support!

If you have not had a chance to complete the survey yet, please go to the secure website listed below. You will need to use the unique ID code provided below to access the survey.

As a thank you for your participation, **we would like to offer you a \$40 Visa e-gift card.** Please note that, due to DoD regulations, we can only offer the gift card if you complete the survey outside of duty hours and the survey has not yet met the completion target for similar providers.

Survey website: [survey website]  
Unique ID Code: [INSERT CODE]  
Computer or technical questions about the website? Contact [survey vendor] toll free at 1-XXX-XXX-XXXX or email support@XXX.com

- This is a legitimate, DoD approved research survey, conducted by the RAND Corporation, an independent research company, and [survey firm], a survey firm.
- You can complete the **web survey** on a non-CAC enabled computer at home or at work. It takes about 20 minutes to fill out the survey. You will need to enter the survey website address provided above into your web browser.
- The survey is **voluntary** and **confidential**.
- For more information, visit the WRHCPS website at: [survey website].

We greatly appreciate your time and support in this important effort.

Sincerely,

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