

2024 GSS Email Correspondence Templates to HRSA Awardees

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Save the Date Email Option 1:

Subject: Save the Date - 2024 HRSA Grantee Satisfaction Survey

Dear HRSA Awardee/Grantee,

We hope this message finds you well. As a valued partner in our mission to improve health outcomes and achieve health equity, we invite you to mark your calendars for the upcoming 2024 Health Resources and Services Administration (HRSA) Grantee Satisfaction Survey (GSS).

Save the Date: The survey will be administered starting on **May 17, 2024**. Your insights and feedback are crucial in shaping the future of our programs.

What to Expect:

- **Survey Purpose:** Provide confidential feedback on the guidance, assistance, and services provided by HRSA.
- **Mission Reminder:** Your role as a grantee is essential to our mission of improving health outcomes and achieving health equity.

Stay Tuned: Look out for upcoming communications, including the official survey invitation and additional details on how to participate.

Your participation is highly valued, and we appreciate your commitment to helping us better serve your needs. If you have any immediate questions, feel free to reach out to surveyhelp@cfgroup.com

Thank you for being a crucial part of HRSA's efforts.

Save the Date Email Option 2:

Subject: Save the Date - 2024 HRSA Grantee Satisfaction Survey

Dear HRSA Awardee/Grantee,

We hope this message finds you well. As a valued partner in our mission to improve health outcomes and achieve health equity, your insights are vital. We are excited to announce the upcoming 2024 HRSA Grantee Satisfaction Survey (GSS).

Save the Date: The survey will be administered starting on **May 17, 2024**, and we want to ensure you have it marked on your calendar. Your confidential feedback plays a crucial role in shaping the support and services we provide to organizations like yours.

Survey Highlights:

- Survey Period: May 17, 2024, to [End Date]
- Purpose: Share your experiences and contribute to the improvement of HRSA's customer services and support.

What to Expect:

- A survey link will be sent to you a week from today.
- Your participation is greatly appreciated and contributes to the success of HRSA's mission.

Thank You: We look forward to your active participation in the 2024 HRSA Grantee Satisfaction Survey. Together, we can continue to make a positive impact.

Save the Date Email Option 3:

Subject: Save the Date - HRSA Grantee Satisfaction Survey 2024

Dear HRSA Awardee/Grantee,

We hope this message finds you well. As a valued partner in our mission to improve health outcomes and achieve health equity, your feedback is crucial. Save the Date! The Health Resources and Services Administration (HRSA) Grantee Satisfaction Survey is coming soon.

Survey Details:

- Survey Period: May 17, 2024, to June 28, 2024
- Purpose: Your confidential feedback on our guidance, assistance, and services.

Why Participate? Your insights help us enhance support for organizations like yours, advancing our shared mission.

Mark Your Calendar: Expect the survey link and details to arrive in your inbox by [Date]. We appreciate your participation, shaping the future of our collaboration.

Thank you for being an essential part of HRSA's success. We look forward to your valuable input.

Invitation Email Option 1:

Subject: HRSA Grantee Satisfaction Survey 2024 - Your Input Matters!

Dear HRSA Awardee/Grantee,

It's time to make your voice heard! As a valued grantee of the Health Resources and Services Administration (HRSA), your feedback is crucial in helping us provide better guidance, assistance, and services.

Survey Access: The HRSA Grantee Satisfaction Survey is now live, and we invite you to share your experiences. Your input shapes the future of our programs.

Instructions:

- Your responses are confidential.
- Participation won't impact your current award or future eligibility.
- Complete the survey at your own pace; your progress is saved.

Survey Link: [\[Insert Survey Link\]](#)

Survey Period: May 17, 2024, to June 28, 2024

Your participation is greatly appreciated. Thank you for being an integral part of HRSA's mission.

Invitation to 2024 GGS Option 2:

Subject: HRSA Grantee Satisfaction Survey 2024 – Your Feedback Matters!

Dear HRSA Awardee/Grantee,

The Health Resources and Services Administration (HRSA) is committed to enhancing the quality of our products, services, and support for awardees/grantees. As a recipient of federal awards funded by HRSA, your input is invaluable in shaping our efforts.

We invite you to participate in the 2024 HRSA Grantee Satisfaction Survey (GSS) to share your experiences and provide insights that will contribute to the improvement of HRSA's customer services and support for awardees/grantees.

Survey Details:

- **Survey Period:** May 17, 2024, to June 28, 2024
- **Survey Link:** [\[Insert Survey Link\]](#)

Why Your Participation Matters: Your responses play a crucial role in helping HRSA better understand your needs and enhance the support we provide to organizations like yours.

Survey Deadline: Please complete the survey by Friday, June 28, 2024.

How to Reach Us: If you encounter technical difficulties or have non-technical questions, please use the following contact information:

- Technical difficulties? [Email surveyhelp@cfigroup.com](mailto:surveyhelp@cfigroup.com).
- Non-technical questions or concerns about the survey? Email HRSAGranteeSurvey@hrsa.gov.

We Appreciate Your Participation: Your feedback is vital to our ongoing commitment to excellence. We greatly look forward to hearing from you and appreciate your time and valuable input.

Opt-Out Option: If you prefer not to receive further emails about the survey, please click the link below, and you will be automatically removed from our mailing list: [\[Insert Survey Opt-Out Link\]](#)

Thank you in advance for your participation!

Reminder Email Option 1:

Subject: Don't Miss Out! HRSA Grantee Satisfaction Survey 2024

Dear HRSA Awardee/Grantee,

We hope this message finds you well. This is a friendly reminder to participate in the HRSA Grantee Satisfaction Survey 2024.

Your Input Matters: Your feedback is vital in shaping the support we provide to grantees like you. Your experiences matter, and we want to hear them.

Survey Link: [\[Insert Survey Link\]](#)

Survey Period: May 17, 2024, to June 28, 2024

Important Points:

- Your responses are confidential.
- Participation won't affect your current award or future services.
- Feel free to complete the survey at your convenience.

Your insights make a difference. Thank you for your time and commitment to the success of HRSA's programs.

Reminder Email Option 2:

Subject: Friendly Reminder: Complete the 2024 HRSA Grantee Satisfaction Survey by TBD

Dear HRSA Awardee,

We hope this message finds you well. This is a friendly reminder to participate in the 2024 HRSA Grantee Satisfaction Survey (GSS), sharing your insights on HRSA's products and services.

Survey Details:

- **Survey Link:** [\[Insert Survey Link\]](#)
- **Survey Deadline:** June 28, 2024

Your feedback is invaluable and helps HRSA identify areas for improvement, ensuring more effective customer service. We appreciate your prompt response.

How to Reach Us: For any questions or concerns, please use the following contact information:

- Technical difficulties? Email surveyhelp@cfigroup.com.
- Non-technical questions or concerns about the survey? Email HRSAGranteeSurvey@hrsa.gov.

Opt-Out Option: If you prefer not to receive further emails about the survey, please click the link below, and you will be automatically removed from our mailing list: [\[Insert Survey Opt-Out Link\]](#)

Thank you in advance for your participation. Your input is crucial to shaping the future of HRSA's support and services.

Final Reminder Email:

SUBJECT: FINAL REMINDER: Today is the FINAL Day for HRSA to Hear from You! Please Complete the 2024 HRSA Grantee Satisfaction Survey **by COB Friday June 28th**

MESSAGE:

Dear HRSA Awardee/Grantee,

The Health Resources and Services Administration's (HRSA) is very interested in learning from HRSA awardees/grantees about their experiences with HRSA products and services.

The 2024 HRSA Grantee Satisfaction Survey (GSS) is an important opportunity to inform HRSA about your experiences as a HRSA awardee/grantee, including during the pandemic. Your responses to the 2024 HRSA GSS will help HRSA provide more effective customer service in the future to YOU and fellow awardees/grantees.

In order to hear from you, we ask that you please complete the 2024 HRSA GSS, which will close TODAY, **COB on Friday June 28th**.

Your participation will be very helpful and is greatly appreciated!

SURVEY LINK: [INSERT SURVEY LINK]

Thank you very much in advance for your time and participation!

Questions? Use the contact information below:

- Technical difficulties? Email surveyhelp@cfigroup.com.
- Non-technical questions or concerns about the survey? Email HRSAGranteeSurvey@hrsa.gov.

Please note: If you do not wish to receive further emails from us, please click the link below, and you will be automatically removed from our mailing list. [INSERT SURVEY OPT OUT LINK]

Follow-up Email to Non-Respondents

Subject: Share Your Feedback with HRSA! 2024 HRSA Grantee Satisfaction Survey

Dear HRSA Awardee,

The Health Resources and Services Administration (HRSA) is seeking to improve the quality of their products, services, and supports for grantees. We have contacted you because your organization has received one or more federal awards funded by HRSA.

We ask that you please complete the Grantee Satisfaction Survey (GSS) about your experience as a HRSA awardee. Your response will help HRSA identify additional ways that HRSA can support awardees and provide more effective customer service. This survey has been approved by the Office of Management and Budget Control and is authorized under number #####-###, which expires [Date Expires]

Please respond to the Grantee Satisfaction Survey by **XXXXXX**.

Survey Link: **[INSERT SURVEY LINK]**

Questions? Use the contact information below:

- Technical difficulties? Email surveyhelp@cfigroup.com.
- Non-technical questions or concerns about the survey? Email HRSAGranteeSurvey@hrsa.gov.

We look forward to hearing from you and improving

“Bounce Back” Message from OFAM to Awardees

From: OFAM Employee

Subject: Your Feedback Requested: HRSA Grantee Satisfaction Survey (GSS)

Dear HRSA Awardee,

This message is to follow up regarding an email request from **[Contractor Name]**, a HRSA contractor, requesting your participation in the 2024 HRSA Grantee Satisfaction Survey (GSS).

The GSS collects feedback from recipients about HRSA services and supports for your program. Your participation is very important as it will help us improve the quality of HRSA products, services, and support, as it has in past years.

Our records indicate that your email “bounced back” and was not received by **[Contractor Name]**.

We are contacting you directly to determine whether the message from **[Contractor Name]** may have gone into your email SPAM folder. It is possible that since this message was coming from a contractor, it was not recognized by your email server.

We request that you please check your SPAM folder. If you received a message and a link from CFI, please click the link and submit the survey by **XXXXXX**.

If you do not have a message from **[Contractor Name]** in your spam folder, please reply to this message and we will send you a link to the 2024 Grantee Satisfaction Survey.

Thank you in advance for your invaluable feedback that will allow HRSA to continuously improve.