

**Capacity Building Assistance Program: Data Management, Monitoring, and Evaluation**

**Attachment 5**

**Post-Training Evaluation Introductory Email**

Dear [RECIPIENT NAME],

Thank you for participating in a capacity building assistance (CBA) training sponsored by Centers for Disease Control and Prevention (CDC), Division of HIV Prevention. The CDC is conducting a short survey to get feedback on your training experience. Your feedback will be used to improve future trainings.

Participation in this survey is voluntary and will take approximately 5 minutes to complete. Please click on the link below to start the survey. If you cannot click the link, please copy and paste it in your browser.

[URL]

Thank you in advance for your time and assistance! If you have any questions about this survey, please feel free to email us at [CBAEvaluations@cdc.gov](mailto:CBAEvaluations@cdc.gov) or call us at (404) 639-2639.

Sincerely,

Centers for Disease Control and Prevention  
Division of HIV Prevention  
Translation and Evaluation Branch