

Attachment C: CDC Survey Prenotification

From: [CDC Project Officer]

To: [Funded Recipient]

Subject: Save the Date - 2024 CDC Funded Recipient Experience Survey

Hello [Insert Name],

I hope this message finds you well. I am reaching out to let you know that you will soon receive a link to take the 2024 [CDC Funded Recipient Experience Survey](#). This survey is critical to understanding your experience and needs so that we can make improvements to the systems that support you, products we develop, and policies that guide our work together.

What to expect:

- This week, you will receive an email from our partner, [CFI Group \(noreply@invite.cfigroup.com\)](mailto:noreply@invite.cfigroup.com), with a survey link that is unique to you.
- Completing the survey is voluntary and takes about 16 minutes, on average.
- Please feel free to be candid! CFI Group will not share your identifying information with CDC.
- Be assured, your responses will not affect your current award. They also will not affect your eligibility for—or receipt of—future services or funding.

We know you receive a lot of surveys. CDC will work hard to ensure your feedback is used to improve the way we work with funded recipients like you.

If you have any questions about the survey, please email: recipient-survey@cdc.gov.

Thank you in advance for completing the 2024 [CDC Funded Recipient Experience Survey](#). Together, we can transform the way CDC operates to support its funded partners.

Sincerely,

[INSERT PO SIGNATURE]