

Attachment G: Project Officer Final Reminder Email

From: Project Officers

To: [Funded Recipients]

Subject: Reminder to please complete the 2024 CDC Funded Recipient Experience Survey

Hello [Insert Name],

I hope this message finds you well. If you have not yet done so, I wanted to encourage you to complete the 2024 CDC Funded Recipient Experience Survey. Our independent partner, [CFI Group](#), sent a unique survey link to you on or around May [xx], 2024, from the email address "noreply@invite.cfigroup.com."

I understand the survey only takes about 16 minutes to complete, on average. While participation is voluntary, we will be able to take more informed action if we increase our response rates. Rest assured, I will not see any individual feedback, and all identifying information is removed before your answers are shared with CDC.

Please take the survey any time between now and [insert date and time] EST. If you have already taken it, thank you!

For any questions about the survey, please use the following contact information:

- For technical difficulties, email surveyhelp@cfigroup.com.
- For non-technical questions, email recipient-survey@cdc.gov.
- For more information about the survey, visit: <https://www.cdc.gov/infrastructure/fre-survey.html>

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

Thank you,
[INSERT PO NAME]