

Attachment B

[DATE]
[F_NAME L_NAME]
[ADDRESS]
[CITY] [STATE] [ZIP]

Dear [HONOR][L_NAME]:

You have been selected to participate in a telephone survey regarding job training, counseling, or placement assistance you recently received through [ETC]. The survey will be conducted by the Northern Illinois University Center for Governmental Studies. You can expect a call within the next week. Your participation is voluntary. Your responses will be kept confidential.

The purpose of the survey is to assess your satisfaction with services received through [ETC]. Our records indicate you received services at the following location(s):

[SERVPROV1]
[SERVPROV2]
[SERVPROV3]
[SERVPROV4]
[SERVPROV5]

The survey consists of a brief introductory statement followed by three questions. We estimate that the survey will take no more than five minutes to complete. Although you are not required to participate, your cooperation will be greatly appreciated. Should you want to telephone Northern Illinois University to schedule an appointment for a convenient time for you to complete the interview, please phone 1-800-874-1990 and use reference number [REFNO].

Thanks in advance for your help.

Sincerely,

IETC DIRECTOR