Greetings:

Congratulations on making a commitment to disaster preparedness by attending the recent community presentation.

Thank you for agreeing to complete a survey about actions you have taken as a result of the presentation. I have enclosed a brief survey that should take less than five minutes to complete.

You will also find a pre-addressed, postage-paid envelope in which to return the survey. Your responses on the survey will help to improve the quality and effectiveness of the disaster preparedness presentation for future participants. Any information provided on the survey is anonymous and will only be used to determine the effectiveness of the presentation you attended.

If you have any questions about the survey or disaster preparedness, please call phone number ____________________________.

Sincerely,

Name ______________________________
Title ______________________________