[date]

Dear [Name of Project] staff member:

If you have completed our feedback survey of [Name of Project] crisis counselors (outreach workers) and team leaders, we thank you for your participation. The feedback received from you will help us to improve our services, not only to the community, but also to our employees and partners. We may be implementing this survey again in a few months in an effort to monitor our progress and to continually address staff concerns that may arise.

If you have not yet filled out the survey, please do so by [date] so your opinion and experiences can be included in the results. [If survey was done online, please insert survey link here.]

Once again, thank you for your participation, as well as for the important work you do for [Name of Project].

Sincerely,

[Name of Project Director]

[Name of Project]