

Sample Survey Letter/Announcement

Below is a sample electronic letter for collecting quantitative and qualitative data on commuting for regulatory agencies. Directions to get to the survey will be included at the bottom with a link to the website.

Your Company Logo Here

_____ CEOName _____

Date _____

Re: Transportation/Commuter Survey Announcement:

_____ Company name _____ is required to provide information to the _____ Agency name _____ on the commuting practices of our employees under the _____ (regulations) _____. This information is gathered through an electronic survey in which we are asking you to indicate how you traveled to work this week. The goal of these regulations is to measure the effectiveness of our current commuter programs in reducing vehicle emissions and improving air quality in the state. The information gathered as part of this survey will be reported to _____ Agency name _____.

The survey is on-line and is anonymous. It will only take a few minutes to complete. Please submit the completed survey by Friday, (date). The survey should reflect your commute for **this** week. Because of the size of the company's population, this is a stratified random sample survey of only (**number**) people. Your timely response is important because the _____ Agency name _____ requires that we have a response rate of at least (number) percent.

We sincerely appreciate your help with this important compliance activity for _____ Company name _____.

Thank you in advance for your cooperation and participation in this important survey. If you have any questions regarding the survey please contact: Name: _____ Company contact _____, Email: _____ and Phone: _____



(active link)

Optional: As an added incentive, completing and returning the survey will place your name in a drawing to receive _____ prizes _____. Just email (company contact-active link)