

Date: May 21, 2009
To: <email address>
From: Office of Provost <surveys@exchange.upenn.edu>
Subject: Take the Penn Alumni Survey

Dear [Alumni],

The 2009 Penn Alumni Survey will close on Sunday, May 24. Our records indicate that we have yet to receive your response and your feedback is essential to us.

The early response rate was strong, but to meet our target rate, we're sending you this final reminder to ask that you please participate in this important survey. Your response will serve as a valuable source of information as we plan educational programs for our current and future students.

To complete the survey please visit:

<insert survey url here>

This is a **unique link** assigned to you. ***Please do not share it*** or forward this e-mail to anyone else.

We remind you that participation in the Alumni survey is voluntary. If you find a question that you don't want to answer, just skip it and go on. We assure you that your responses will be kept strictly confidential. Analyses will never be reported in a way that would identify an individual. We would like to have your responses as soon as possible, **but the survey site will close on May 24, 2009.**

If you encounter any problems while taking the survey, please contact the Survey Administrator at **surveys@exchange.upenn.edu**

Sincerely,

Vincent Price, Interim Provost
Andrew Binns, Associate Provost
University of Pennsylvania