**Appendix J, Survey: TAB 2**

**Sample Survey Leadership Letter**

The following is a sample letter from the CEO or senior leadership.

Dear Colleagues,

Our organization provides mobile medical command-and-control and distribution services to meet our customers’ and community’s needs. I require your help to measure our performance and make improvements in our planning, execution, and processes so that we can provide greater service to our customers, employees, and community.

This survey is intended for our key stakeholders and employees, including customers and community agents. We need your input to strengthen our company’s strategic relationships and thereby, to provide the best possible service within our organizational environment.

Your responses to this survey will have no impact on your service or employment. Please answer all applicable questions based on your personal experience with the company over the past 12 months.

All answers will be kept confidential. We will share the combined survey results with all of our partners. As noted, not all sections of the survey will be applicable to you. Please answer only those questions related to the programs you provide with services. If you wish to offer suggestions for improvement in any other aspect of support or want to quantify an answer to any question, please use the comments section at the end of the survey for this purpose.

The survey should take approximately 15 minutes to complete. Please return it to the web address on the survey by Feb. 25, 2015.

Thank you again for your hard work and support for the X-Ray Corporation. Your efforts are very much appreciated.

Very cordially yours,

Jim Hodge