[insert date]

Dear Participants and Carers,

**RE: Participant Survey**

Kyeema conducts participant surveys each year to ask if people are satisfied with their service.

Please find enclosed a copy of the Participant Survey together with a return envelope. We would appreciate it if you would complete the survey and return it to Kyeema by [insert day] the [insert date].

If you would like to speak to an independent advocate about any concerns, kindly advise via the survey. Community Disability Advocate is Iain McDonald.

Should you have any queries, please do not hesitate to call me on (03) 5523 5999.

Kind regards,

JULIE AMOR

Chief Executive Officer

*Encl.*