

Attachment 4

Initial Mailing Letter  
[LETTERHEAD]

<Date>

<Name and address of contact at CBO>

Dear <name of contact>:

Congratulations on your participation in the Town Hall Meeting! You may recall that as a participant in the Town Hall Meeting, your organization agreed to share information regarding the Town Hall Meeting held in your community. This information will provide the Substance Abuse and Mental Health Services Administration with valuable insight regarding the success of this nationwide initiative.

Enclosed is a brief feedback form that asks questions about the implementation and results of the Town Hall Meeting event in your community. After the Town Hall Meeting, please take a few minutes to complete this form and return it in the enclosed self-addressed, stamped envelope. We estimate this form will take about ten minutes to complete. We ask that you return this form by <DATE>. All information from this feedback form will only be reported in aggregate. Individual communities will not be mentioned by name in any documents or reports.

If you have any questions or comments regarding this feedback form, please contact <Name> at <Phone Number> or by e-mail at <Email>. Thank you again for sharing this important information about the Town Hall meeting in your local community.

Sincerely,

<Name>

<Title>

Enclosure

