

Attachment 5

Follow-up Mailing Letter

[Letterhead]

<Date>

<Name and address of contact at CBO>

Dear <name of contact>:

Several weeks ago, you were sent a feedback form to provide the Substance Abuse and Mental Health Services Administration (SAMHSA) with information regarding the Town Hall Meeting held in your community. This information will provide SAMHSA with valuable insight regarding the success of this nationwide initiative.

We want to thank you if you have already mailed your completed feedback form. If you have not returned the feedback form, we ask that you do so as soon as possible. For your convenience, another copy of the form and a self-addressed, stamped envelope are enclosed. Please take a few minutes to answer the questions and return the form by <Date>.

We would like information about the Town Hall Meeting in your community to be included in the overall assessment of the Town Hall Meeting. All information from the feedback forms 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 the feedback form, please contact <Insert 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