



Attachment C-1

[Date]

I am writing to ask your help in a national study of employers and employees and their representatives in the [Food and Beverage Manufacturing OR Services to Buildings and Dwellings] industry. This study is being sponsored by the Centers for Disease Control and Prevention (CDC). We are not selling any products or services. It is part of an effort to help ensure a safe and healthy workplace by learning more about how workplace health and safety information, education, and training needs are being met.

It is my understanding that you are currently affiliated with the [Food and Beverage Manufacturing OR Services to Buildings and Dwellings] industry. We are contacting a sample of people across the country in this industry to ask about their thoughts and opinions on federal workplace health and safety services and products. We are very interested in having you complete a Web-based survey on this topic. The survey will take approximately ten minutes to complete.

You can help us by taking a few minutes to share your experiences and opinions about workplace health and safety. Results from this survey will be used to help us make federal workplace health and safety services and products better meet your needs. Your responses will also help us improve how we can keep people informed about these services and products. Your participation is voluntary and your answers will be kept secure. When you complete this survey your name will not be connected to your answers in any way. The results of the survey will be reported in a summary format, so again no one will be able to link you to your responses.

To complete the survey online, please go to: <http://www.SurveyLinkHere>.

If you prefer to take the survey on paper, or if you have any questions or comments about this study, we would be happy to talk with you. You can contact us by calling 1(202) 884-XXXX, or by sending an e-mail to AEDdirector@aed.org.

If you are not interested or available to respond to this survey, please feel free to pass this invitation to a colleague at your workplace that is responsible for workplace health or safety. Thank you in advance for your interest in this important study.

Sincerely,

A handwritten signature in cursive script that reads "Kenneth M. Wallingford".

Kenneth M. Wallingford, CIH
Deputy Chief, Hazard Evaluations and Technical Assistance Branch
Centers for Disease Control and Prevention