

**ATTACHMENT C**

**Lead Letters**

**RTI Letterhead**  
**Lead Letter for Baseline Respondents**

**[DATE]**

ID #  
[NAME]  
[STREET ADDRESS] [MULTI UNIT]  
[CITY], [ST] [ZIP]  
[TELEPHONE NUMBER]

Dear [NAME]:

About a year ago, you took part in the Study of Community Family Life, a study that will help researchers and policy makers understand how people build and keep close relationships with the important people in their lives. The second round of the study is now underway and we need your help again to learn how you and your family are doing. Study information will be used to update programs that strengthen families and parent-child relationships in your community.


The U.S. Department of Health and Human Services, Administration for Children and Families, has contracted with RTI International to conduct this study. RTI is non-profit research company with offices throughout the U.S. and around the world. A staff member from RTI International will be in your neighborhood soon to provide you with more information. When our representative arrives, please ask to see his or her personal identification card. (An example is shown below.) As before, if you choose to participate, you will receive **a cash payment of \$25** at the end of the interview.

Your identity and the information you tell us will be kept completely private, which means we will not release it to anyone not involved with the study. We are required to protect this information by Federal law, and we have taken steps that will make sure we carefully protect the privacy of the information people tell us. No person will be identified by name in the reports from this study. If you have further questions about the study or wish to schedule a time for the interview, please call (FIELD SUPERVISOR) at this toll-free number: (PHONE NUMBER).

Your help is extremely important to the continued success of this study, and we thank you in advance for your cooperation.

Sincerely,

Susan Mitchell  
RTI Project Director

	Research Triangle Park, NC (919) 541-6000	
	<b>Interview Certification</b>	
ID #	Project #	
Picture	Name	
	Signature	
	Date issued	Date Expires
	Certified by	

**RTI Letterhead  
Lead Letter for Participants**

[DATE]

ID #  
[NAME]  
[STREET ADDRESS] [MULTI UNIT]  
[CITY], [ST] [ZIP]

Dear [NAME]:

I am writing to ask for your help with an important study about family life in your community. This study, sponsored by the U.S. Department of Health and Human Services, Administration for Children and Families, will help researchers and policy makers understand how people build and keep close relationships with the important people in their lives. Study information will be used to update programs that strengthen families and parent-child relationships in your community. You were randomly selected for the study from a list of people who recently participated in classes about marriage and family relationships.


The Administration for Children and Families has contracted with RTI International to conduct this study. RTI is non-profit research company with offices throughout the U.S. and around the world. A staff member from RTI International will be in your neighborhood soon to provide you with more information. When our representative arrives to explain the study, please ask to see his or her personal identification card. (An example is shown below.) If you choose to participate, you will receive **a cash payment of \$25** at the end of the interview.

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Sincerely,

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