

Dear Mr. or Ms.:

Recently, we sent you an invitation to participate in the 2010 Workload and Time Management Survey of Central Cancer Registries. The survey is a project of the National Program of Cancer Registries (NPCR) and the National Cancer Registrars Association (NCRA).

This message is a reminder that the survey deadline is **three (3) weeks** from today – **XXXX XXth, 200X**.

If you have already completed the survey, we thank you for your participation and ask that you disregard this message.

If you have not completed the survey, there is still time to collect the data and enter it online. We ask that you please assist us in this important effort to develop staffing and workload guidelines for Central Cancer Registries. If you have had problems accessing the website, need more time, or have other complications, just let us know. We will be happy to work with you so that you can respond to the survey.

For your convenience, we are including the link to the survey website and your log-in information. You can access the survey with this link:

Your User ID is: XXXXX

Your password is: XXX

Again, we assure you that your survey responses will be maintained in a secure manner and reported only in aggregate form. Individual registries will be unidentifiable in any product of the study. To acknowledge your participation and effort, the NCRA will provide two (2) continuing education credits to the person who responds to the survey. In addition, each participating registry will receive an executive summary of the final report.

We appreciate your dedication and willingness to support your field.

Sincerely,

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