

## APPENDIX B: Tracking Letter

**This letter is sent six months after program exit to all families who agreed to participate in the study. The letter will be printed on Abt Letterhead.**

<<DATE>>

«RESPONDENT FIRST NAME» «RESPONDENT LAST NAME»  
«ADDR1»  
«CITY1», «STATE1» «zip10»  
«phone10»

Dear «RESPFN»:

On <CONSENTDATE> when you were receiving help from <PROGRAM NAME> in (CITY), you agreed to participate in a research study. The study is funded by the U.S. Department of Housing and Urban Development to learn more about how well <PROGRAM NAME> and others like it work. Abt Associates and AbtSRBI, private research and survey firms, are conducting the study.

As the study participation agreement stated, we would like to talk with you around <FOLLOWUPMOYR> to see how your life has changed since you left <PROGRAM NAME>. Any information you provide to us for the study is confidential to the extent allowed by law. Your answers will never be shared with <PROGRAM NAME>, and your personal information will never be published in a report. Your participation is completely voluntary. You can choose not to answer any question for any reason.

**To help make sure that we can reach you for the follow-up interview, we want to make sure that we have your most up to date phone and address.** Listed at the top of this letter are the address and phone number we have for you in our records. If there is a better phone number or address where you can be reached or if you have plans to move in the future, please complete the enclosed postcard with your new address and phone number and return it to us in the postage paid envelope enclosed with this letter. Or you can call us toll free at **1-XXX-XXX-XXXX** to update your information, or if you have questions.

Thank you in advance for your help with our study.

Sincerely yours,

Xxxxxx xxxxxx  
Senior Survey Director