Attachment D

Sample Notification Letter

Form Approved OMB No. 0920-0566 Exp. Date xx/xx/20xx

SAMPLE NOTIFICATION LETTER

	Date
Name	
Address	
City, State Zip	
Dear M,	
I am from the National Institute for Occupational S a federal research agency that works to improve we sending you this letter and enclosed information be that included _(gender)_who worked for at least _(orker health and safety. I am ecause we recently finished a study
city, state (company name)city, state (company name)city, state (company name)	
By receiving this letter, our records indicated that y facilities some time during to	you worked at one of these
Our study found health concerns that we feel you senclosed information to learn more. Some of these particularly the findings related to This information we your doctor at your next yearly visit to allow for be	numbers seem very high, creased risk of has been ould be important to share with
If you have questions about the study or the inform or call xxx-xxx-xxxx (direct) or xxx-xxx-	-
Additional copies of the fact sheet can be found at	·
If you would like more information about the study request copies of the study manuscripts.	y, you may call or email me to
	Sincerely,
	Health Communication Specialist Industrywide Studies Branch Division of Surveillance, Hazard Evaluations and Field Studies

Public reporting burden of this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (0920-0566).