

Attachment D

Sample Notification Letter

SAMPLE NOTIFICATION LETTER

Date

Name
Address
City, State Zip

Dear M_. _____,

I am from the National Institute for Occupational Safety and Health (NIOSH). We are a federal research agency that works to improve worker health and safety. I am sending you this letter and enclosed information because we recently finished a study that included _(gender)_ who worked for at least _(x)_ days at _(industry__ plants in:

- city, state (company name)
- city, state (company name)
- city, state (company name)

By receiving this letter, our records indicated that you worked at one of these facilities some time during ____ to ____.

Our study found health concerns that we feel you should be aware of. Please see the enclosed information to learn more. Some of these numbers seem very high, particularly the findings related to _____. This increased risk of _____ has been found in other studies. We feel this information would be important to share with your doctor at your next yearly visit to allow for better patient care.

If you have questions about the study or the information I've included, please email me at _____ or call xxx-xxx-xxxx (direct) or xxx-xxx-xxxx (toll-free).

Additional copies of the fact sheet can be found at _____.

If you would like more information about the study, you may call or email me to request copies of the study manuscripts.

Sincerely,

Health Communication Specialist
Industrywide Studies Branch
Division of Surveillance, Hazard
Evaluations and Field Studies