

<< Letterhead will be designed to include sponsor and/or RTI logo, project logo, and RTI Return address and Project Number>>

Mailed Lead Letter – Targeted Surveillance Sample

(With Modified Versions for School Catchment Sample and Non-Phone Sample)

{Season Year}

Resident

«add1» «add2»

«city», «state» «zip»

Dear <<County/Municipality>> Resident,

The Centers for Disease Control and Prevention (CDC) and RTI International, a nonprofit organization, are conducting an evaluation of the National Community Transformation Grant Program. We want to learn about the health, experiences, and perspectives of people in <<county name>>. The results of the study will be used to improve the health of people living in your community and throughout the nation.

Participants will be asked to answer a series of questions via a phone interview. If you're interested in participating, we will ask a few questions that will enable us to randomly select one adult living in your household to complete the interview. Two dollars have been enclosed to thank you for your participation in this selection process. Once an adult has been selected to participate, the interview will take about 30 minutes on average to complete. The selected adult who completes the interview will be sent a **\$20 gift card or check** as a token of our appreciation.

Participation is easy and may be completed by calling a toll free number:

<< **toll free #** >>

<< **CASEID-A**>>

Your household's participation in the survey will be kept private. The answers you provide will be used in summary form only. No information about your household or any individual household member can be identified from these summaries.

Your household's participation is very important for the success of the study. If you have any questions about this study, or would like additional information, you can call us at << **toll free #** . We look forward to hearing from you.

Sincerely,

{Name}

{Title}