



**DEPARTMENT OF HEALTH & HUMAN SERVICES**

Prevention

Public Health Service

Centers for Disease Control and

Atlanta, GA 30333

[INSERT DATE]

[INSERT MAILING ADDRESS]

Dear [INSERT HEALTH CENTER NAME],

We are writing again to ask for your help!

About 1-2 months ago, a survey titled “**2012-2013 Survey of Health Care Providers**” was mailed to your health center to be completed by a clinician in your health center who provides family planning services to women of reproductive age at least twice per week. Your health center was selected randomly from a list of publicly-funded health centers that provide family planning services across the country. To the best of our knowledge, this survey has not yet been returned.

It is very important that we hear back from your health center! The information gathered will be used to develop educational materials and tools for providers and administrators related to family planning service provision, and to help plan for the implementation of forthcoming national guidance on the provision of quality family planning services. **The information your health center provides is critical to the accuracy and success of this survey, so please consider responding today.**

All survey responses will be maintained in a secure manner and results will only be released in summary form. The information will not be used to assess compliance with federal or other regulations, or as part of your agency’s performance reviews.

If you did not receive a survey, or if it was misplaced, please contact Lauren Zapata (770-488-6358) or Marion Carter (770-488-6388), or send an email to: **[insert email address]**, and another survey will be mailed to you.

If your health center no longer provides family planning services or prefers not to participate, please let us know on the cover of the survey and return the blank survey in the enclosed postage-paid return envelope. **As a token of our appreciation, participating health centers will receive a package of provider tools related to family planning service provision at the end of data collection.**

Thank you for participating!

Sincerely,

SIGNATURE LINE

Lauren B. Zapata, PhD

Epidemiologist

CDC, Division of Reproductive Health

SIGNATURE LINE

Marion W. Carter, PhD

Behavioral Scientist

CDC, Division of Reproductive Health

SIGNATURE LINE

Marilyn J. Keefe, MPH

Deputy Assistant Secretary

HHS OPA

SIGNATURE LINE

NAME

TITLE

AAFP

SIGNATURE LINE

NAME

TITLE

AAP

SIGNATURE LINE

NAME

TITLE

ACOG

SIGNATURE LINE

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ASRM

SIGNATURE LINE

NAME

TITLE

HRSA/BPHC

SIGNATURE LINE

NAME

TITLE

NACHC

SIGNATURE LINE

Clare Coleman

President & CEO

NFPRHA

SIGNATURE LINE

NAME

TITLE

PPFA