



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 Administrators of Publicly-Funded Health Centers that Provide Family Planning Services”** was mailed to your health center to be completed by a health center administrator. 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

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