

Attachment E:

Sample Contact Letters (will be on NOAA letterhead)

Prenotice Letter

<DATE>

John Smith
123 Main Street
Anywhere, USA 12345

Dear <Name>

In the next few days, you will receive in the mail a request to fill out a survey for an important research project being conducted by the National Oceanic and Atmospheric Administration (NOAA), a U.S. government agency charged with making decisions about restoration activities on the Elwha River in Olympic National Park in western Washington.

NOAA is currently looking at options to restore the Elwha River. The federal government is currently removing two dams from the Elwha River, and is considering the importance to the public of further restoring the river after the dams are removed. We are interested in your opinion about alternative restoration measures. Even though you may not be familiar with this issue, your opinion matters.

We know your time is valuable. As a token of our appreciation, you will find a small monetary incentive included with your survey as a thank you for your participation. Your comments in this survey will help NOAA understand the public's opinions about river restoration.

Thank you for your time and consideration.

Sincerely,

Dr. Adam Domanski
Project Director
On behalf of the National Oceanic and Atmospheric Administration

Letter with Initial Mailing of Survey (NOAA letterhead)

<DATE>

John Smith
123 Main Street
Anywhere, USA 12345

Dear <Name>

Enclosed is the questionnaire I wrote to you about last week.

We need your help to learn what the public thinks about restoring the Elwha River. Two dams are being removed from the Elwha River in western Washington. The federal government wants the public's opinion on restoring the river once the dams have been removed.

Even though you may not be familiar with this issue, your opinion matters. Your household is one of only a limited number of households scientifically selected from across the country to provide their opinions on this matter. Results from this survey, along with information from scientists and planners, will be used to help the National Oceanic and Atmospheric Administration better understand the importance of river restoration to the public.

Your answers will be kept confidential and your name will never be revealed. The identification number on the survey is there so that <SURVEY FIRM>, a survey firm hired to assist us, can check your name off when the questionnaire is returned. When you return the completed questionnaire, your name will be deleted from the mailing list and never connected to your answers.

Your questionnaire should be completed by the head of your household. The survey takes most people about 20 minutes to complete, sometimes more, sometimes less. The survey does not require any special knowledge - we just ask that you consider each question and respond with your own opinion.

We have included a small token of appreciation as a way to thank you for your help.

If you have any questions or comments about this study, please call <CONTACT NAME> toll-free at 1-800-XXX-XXXX.

Thank you very much for your help.

Sincerely,

Dr. Adam Domanski
Project Director
On behalf of the National Oceanic and Atmospheric Administration

Reminder Postcard

<DATE>

Last week a questionnaire was mailed to you seeking your opinions about restoring the Elwha River in Olympic National Park in western Washington.

If you have already completed and returned the questionnaire, please accept our sincere thanks. If you have not completed and returned the survey, we ask that you do so today.

It is very important that we hear from you. You are one of a small number of households across the country selected to give your opinions on this matter. Your response will help inform the federal government about the public's priorities. However, a high rate of participation is required to include public opinion from the questionnaire.

If you need another copy of the questionnaire, please call <SURVEY FIRM>, a survey firm hired to assist us, at 1-800-xxx-xxxx and a questionnaire will be mailed to you today.

Thank you for your help.

Dr. Adam Domanski, Project Director
On behalf of the National Oceanic and Atmospheric Administration

Letter with Second Mailing of Survey (on NOAA letterhead)

<DATE>

John Smith
123 Main Street
Anywhere, USA 12345

During the last 2 months we have sent you several mailings asking about an important research project we are conducting for the National Oceanic and Atmospheric Administration.

The purpose of the project is to find out whether people think additional restoration actions should be undertaken on the Elwha River after its dams are removed.

Our study is coming to an end, and this is the last contact we will make to encourage you to fill out and return our questionnaire.

We think your opinions matter. We are sending this final contact by priority mail because of our concern that people who have not filled out and returned the survey may have very different opinions about river restoration than those who have. Hearing from everyone will help ensure that our results are accurate and reliable.

Your participation in the questionnaire is voluntary. Please help us by filling out and returning the questionnaire soon. If you choose not to fill out the survey, please let us know by returning a note or blank questionnaire in the enclosed stamped envelope.

Protecting the confidentiality of your answers is very important to us. We have placed an identification number on the questionnaire so we can check your name off the mailing list once we receive the questionnaire. The list of names is then destroyed so your name can never be connected to the results in any way.

Finally, we appreciate your willingness to consider our request as we conclude this effort to understand whether people think additional restoration activities are needed on the Elwha River. Thank you very much.

Sincerely,

Dr. Adam Domanski
Program Director
On behalf of the National Oceanic and Atmospheric Administration