

D5. E-mail Non-Response Follow-Up

Dear [City Manager/Planner]:

You should have recently received an invitation letter inviting you to participate in the U.S. Centers for Disease Control and Prevention's (CDC) National Survey of Community-Based Policy and Environmental Supports for Healthy Eating and Active Living (CBS National Survey). This study is a Web-based survey that asks about existing policies, standards, and environmental strategies being implemented by local governments to encourage community-level improvements in healthy eating and active living. Your participation in the national study helps CDC to gather information to develop national estimates based on the survey findings. It takes 30 minutes or less to complete the survey.

This e-mail serves as a friendly reminder to complete the questionnaire at your earliest convenience but before [March 3, 2014]. If you have questions about the survey, please feel to contact the survey hotline number at 1-800-XXX-XXXX or use the study's dedicated email address XXXXXXXX to ask questions you may have.

You can access the survey at <http://CBSpolicysurvey.com>

Your web access code is: **test63**

**Please note that your study ID is case-sensitive.

Sincerely,
CBS National Survey Team