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[DATE]
[RESPONDENT'S NAME]
[TITLE]
[ADDRESS]

Dear [Mr./Ms. SURNAME],

Thank you for taking time out of your busy schedule to discuss two-parent participation in [STATE'S] TANF program during the Urban Institute's Two-Parent TANF Study Team's recent visit. The information and insights you and your staff shared are critical to our study and will advance the Department of Health and Human Services' efforts to learn about two-parent TANF participation. The team truly appreciated your hospitality and enjoyed learning from you and your staff. We are currently in the process of compiling and synthesizing our notes from the visit. If we have follow-up questions, I hope we can be in touch.

Thank you again for your valuable contribution to this study.

Sincerely,

Heather Hahn

