

Date

First\_Name Last\_Name

Title

Mine Name Business Name

Address1

Address2

City, State, Zip

Re: [MINE NAME]

Dear First\_Name Last\_Name:

In my role as [JOB TITLE] of [AGENCY / OFFICE], I am writing to let you know that this summer NIOSH will be mailing the Mining Industry and Workforce Survey to collect data on industry practices and the demographic characteristics of employees in (SECTOR) mines. NIOSH's Office of Mine Safety and Health Research will use the survey data to provide recommendations for safety training programs and hazard reduction procedures to produce a safer, healthier and more productive mining workforce.

You or your designated representative for (MINE NAME) will receive a survey package. For your convenience, you may complete the survey via:

- A web link that takes you directly to your survey, or
- A paper version of the questionnaire, or
- Completing it over the phone

The content of the survey is the same regardless of the way you select to complete it. VENDOR, our survey contractor, will try to call you within the next week to determine the name and mailing (or e-mail) address for the person you designate to receive the survey packet.

Your response to this survey is voluntary. However, we need your response for MINE NAME to ensure that the diversity of (SECTOR) operations is accurately represented.

Thank you in advance for your participation in this important survey. If you have questions about the survey, please contact our survey director, (NAME), at XXX-XXX-XXXX or visit the Mining Industry and Workforce Survey webpage at (WEBPAGE ADDRESS).

Sincerely,

Name

Title

Agency

*The Centers for Disease Control and Prevention (CDC) supports this information collection.*