

# Attachment 15\_R: Panel Maintenance Letter

DEPARTMENT OF HEALTH AND HUMAN SERVICES



Food and Drug Administration  
Center for Tobacco Products  
9200 Corporate Boulevard  
Rockville MD 20850-3229

Form Approved  
OMB No. 0910-0753  
Exp. Date xx/xx/xxxx

CASEID

Date, 2016

PARENT\_FN PARENT LN  
STREET ADDRESS  
STREET\_ADDRESS\_2  
CITY, STATE ZIPCODE

Dear PARENT\_FN PARENT LN:

During the past year, your child(ren) participated in an interview for the **FDA Health and Media Study**. The purpose of the study is to learn more about youth attitudes and beliefs towards tobacco use, their media use, and their awareness of recent public education campaigns. The Health and Media Study is longitudinal, that is, the study will follow the same children over a period of time.

We are now preparing to conduct the next round of interviews beginning in the fall of 2016. Your child(ren) will be able to participate in this round by accessing a website and completing the survey online. Or, for those who do not complete online, a professional interviewer will call to schedule the interview.

For this study to be successful, it is important that we interview as many of the children as we can. We are writing you now to make sure that we still have your correct address and telephone number and to obtain your e-mail address. Please review and return the enclosed form in the postage-paid envelope provided. If the address and telephone number on the form are correct, please check the "Contact Information Correct" box. If your information needs to be updated, please cross out the old information, write your new information on the form. Then please provide your email address and mail the form to us. If you expect to move soon and know your new address and telephone number, please provide that information along with the date you plan to move.

Thank you for taking time to provide us with this information. We would appreciate receiving your contact information form in the next 2 weeks.

If you have any questions about the study, please contact us toll-free at 1-866-214-2039 to speak with a project team member.

Sincerely,

[Field Director]  
National Field Director  
RTI International  
1-866-214-2039  
[mediastudy@rti.org](mailto:mediastudy@rti.org)