



DEPARTMENT OF HEALTH & HUMAN SERVICES

Prevention

Public Health Service

Centers for Disease Control and

Atlanta, GA 30333

[INSERT DATE]

[INSERT MAILING ADDRESS]

Dear [INSERT HEALTH CENTER NAME],

We are writing again to ask for your help!

About 1-2 months ago, a survey titled “**2018-2019 Survey of Administrators of Health Centers that Provide Family**” was mailed to your health center to be completed by a health center administrator. Your health center was selected randomly from a list of publicly-funded health centers across the country. To the best of our knowledge, this survey has not yet been returned.

It is very important that we hear back from your health center! The information gathered will be used to develop educational materials and tools for providers and administrators related to family planning service provision. **The information your health center provides is critical to the accuracy and success of this survey, so please consider responding today.**

The survey should take, on average, 35 minutes to complete. All survey responses will be maintained in a secure manner, and results will only be released in summary form. The information will not be used to assess compliance with federal or other regulations, or as part of your agency’s performance reviews.

If your health center does not provide family planning services to at least 2 women of reproductive age per week, on average, or if you prefer not to participate, please let us know on the survey cover page and return the blank survey in the enclosed business reply mail envelope.

If you have any questions, please Dr. Lauren Zapata (770-488-6358), or send an email to: familyplanningsurvey@cdc.gov.

Thank you for participating!