

Wave 6: Cover letter to recipients of the non-response questionnaire

Dear Resident:

Within the last week a survey, titled “Adapting to Coastal Hazards,” was mailed to you concerning new programs related to coastal hazards in your region. Through a random process, your address was selected to receive the survey. Our records indicate that you did not return the completed survey.

While we are no longer asking that you complete the full survey, a brief questionnaire is enclosed with this letter. We ask **the household resident aged 18 or older who has the next upcoming birthday** to complete the survey and mail it back as soon as possible using the self-addressed stamped envelope. It should take no more than 5 minutes of your time.

We need your opinions. Even if you are not familiar with coastal hazards, your help is essential to ensure that the survey results are as complete and accurate as possible. We cannot send this survey to everyone, so your answers will represent the opinions of other residents in your state who are similar to you and your household. Your responses to this survey will help inform policy decisions. Please take the time to read the information in this survey and answer the questions carefully.

All answers to the survey will be kept anonymous. Once we have received your survey, we will delete your name from all lists, so that your responses can never be traced back to you. Of course, your participation is voluntary.

We thank you for your assistance in this project. We would greatly appreciate if you could return the survey in the next week.

Sincerely,

[INSERT NAME], [INSERT TITLE]