

## Attachment E-6 Reminder/Thank You Letters and Emails

Letter #1

[NCHS Letterhead]

Date

Name of Director

Name of Community/Center

Community/Center Address

Community/Center city, state, zip code

Dear Director,

Recently, we sent you a questionnaire packet for the **2020 National Post-Acute and Long-Term Care Study (NPALS)** (formerly known as the National Study of Long-Term Care Providers or NSLTCP). If you already returned your completed questionnaire, thank you for your participation.

If you have not completed and returned your questionnaire yet, we hope you will consider participating.

To participate in this important study, please complete the questionnaire by web over a safe and secure network by going to this URL address and typing in your unique User ID and password:

**URL:**

**User ID:**

**Password:**

Benefits to completing by web include getting only the questions that apply to your community/center based on your responses—so it takes less time--and having the option to print a copy of your completed questionnaire for your records. However, if you prefer to use hardcopy, please complete the questionnaire you recently received and return it in the pre-addressed, postage-paid envelope provided.

Completing the questionnaire takes 30 minutes on average. Your responses are very important in providing accurate information on long-term care in the United States and in your state.

**Please submit your questionnaire by web or hardcopy by \_\_\_\_\_ to avoid receiving another questionnaire for this community.**

If you are the director for more than one community/center selected for this study, you may receive and be asked to complete a separate questionnaire for each selected community/center. Please complete each questionnaire only for the specific community/center listed on the front of the questionnaire; otherwise, we cannot use your data.

If you need technical support or have further questions about this survey, please visit <http://www.cdc.gov/nchs/nsltcp.htm> or call (xxx) xxx-xxxx.

Thank you once again,

Brian Moyer, PhD  
Director, National Center for Health Statistics

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Date

Dear [insert name of individual],

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Please do not reply to this e-mail, as it is not monitored

Date

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