



DATE

Sally Respondent  
Family Care Associates  
1234 Main St  
Raleigh, NC 20333-1528

Dear Ms Respondent,

I am writing to enlist your help with a relatively simple but important project that will inform efforts to improve care for people with HIV and End the HIV Epidemic (EHE). I am asking for approximately 30 minutes of your time to answer the questions in our survey.

This information is being collected as part of a collaboration between the Centers for Disease Control and Prevention (CDC) and the [North Carolina Department of Health and Human Services](#) to help us to learn about services performed at your facility that may support EHE. Your facility has been selected because 1 or more patients with HIV have received care at your facility. Ultimately, data from this survey can be used locally and nationally to draft recommendations and influence the direction of resources allocated to improve HIV care and EHE.

As a leader at your facility, your responses are very important to us. You can complete the survey online by typing the below URL into the Address or Location field at the top of your Web browser and using the username and password provided.

URL:	<a href="https://xxxxxx">https://xxxxxx</a>
Username:	xxxx
Password (case-sensitive):	xxxxxx

Or you may complete the paper copy of the survey and mail it using the enclosed postage-paid return envelope. All survey responses will be kept confidential.

We realize that your schedule is extremely busy and that there are many demands for your time. Participating in this survey is voluntary, but we hope that you can help us. Your responses matter.

If you have any questions about the survey or experience technical difficulties with the online survey and need assistance, please call [xxx-xxx-xxxx](tel:xxx-xxx-xxxx) or email the Study Director at [xxxx@xxxx.org](mailto:xxxx@xxxx.org).

Sincerely,

R. Luke Shouse, MD, MPH  
Team Leader, Clinical Outcomes Team  
Division of HIV/AIDS Prevention  
Centers for Disease Control and Prevention