

INSERT CDC LOGO/USE CDC LETTERHEAD

[Date

Addressee  
Department  
Street Address  
City, State ZIP Code]

Dear [First Name Last Name],

The Centers of Disease Control and Prevention (CDC) invites you to take part in the Community Based Survey of Supports for Healthy Eating and Active Living (CBS HEAL). The national study seeks to gather information on the existence of certain policies, standards, and practices enacted or implemented by local governments that promote more healthful eating and physical activity for residents.

You were identified as the person best able to address questions about the policies enacted by your local government. Your participation in this study will involve responding to a Web-based questionnaire that will take approximately 30 minutes to complete.

NORC at the University of Chicago is conducting the survey on behalf of CDC. To complete the survey over the web, type the survey link printed below in your internet browser and enter your unique Personal Identification Number (PIN).

Survey link: [\[INSERT URL\]](#)

PIN: [\[INSERT PIN\]](#)

CDC will use this information to evaluate the extent to which local communities have in place policy and environmental supports for healthy eating and active living consistent with recommendations from expert groups. Results will also help CDC learn about the characteristics of communities with these policies and practices.

In addition, you will be provided access to aggregate data to see how your municipality compares with other communities nationally or with communities of a similar geography, population size, and urban status.

Your participation is voluntary and you may stop participating at any time. You have the right to refuse to answer any question. The information you give us will be combined with the responses of participants in other communities in a summary report. CDC will provide your local government with a brief summary report that compares the findings from your community with those of other communities in the study. There are no risks or benefits to you for participating.

The Institutional Review Board at NORC at the University of Chicago has determined this study to be exempt from the human subjects review process. If you have any questions about the study or need technical assistance, please contact the NORC project team toll free at XXX-XXX-XXXX or email ([CBSHEAL@norc.org](mailto:CBSHEAL@norc.org)).

Sincerely,

[CDC SIGNATURE BLOCK]