

INSERT CDC LOGO

[Date]

Addressee
Department
Street Address
City, State ZIP Code]

Dear [First Name Last Name],

You have been invited to take part in the Community Based Survey of Supports for Healthy Eating and Active Living (CBS HEAL), sponsored by the U.S. Centers for Disease Control and Prevention (CDC). A few weeks ago, we sent you a letter requesting your participation. According to our records, we have not yet received a response from you. We have enclosed a paper copy of the study packet for your convenience.

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 is voluntary, though your participation will help the CDC 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.

We appreciate your participation and completion of the survey. If you need assistance with the questionnaire please call NORC at the University of Chicago toll-free at XXX-XXX-XXXX, or email cbsheal@norc.rog.

Thank you for your help with this important study.

Sincerely,

[CDC SIGNATURE BLOCK]

To complete this survey online, please go to: http://www.CBSSURVEYWEBSITE_HERE.com
And enter your **Survey PIN**: <WEBPIN>