

Attachment C
Sample Letter of Introduction of Contractor
OMB No. 1084-0033
“Private Rental Survey”

January 16, 2016

To Whom It May Concern:

Delta-21 Resources, Inc., 4 Market Square, Suite 301, Knoxville, TN 37902-1404 (865-482-5000,) is conducting a survey of rental housing and utilities on behalf of the Department of the Interior, Interior Business Center. The following people are gathering data for us in your community:

Ms. Susan Doe Mr. Robert Smith

The information gathered in this survey will be used to determine the rental and utility charges paid by employees of the Federal government when they live in government housing. This includes housing located in the national parks and forests, wildlife refuges, Indian reservations, etc. Government employees are required to pay fair market rental rates; the same rates as any other private citizen would pay in the community. This survey will be used to determine market rental rates.

The data obtained from you will be treated confidentially, and will be used only for the purpose explained above. This information will absolutely not be used in any other way but to determine the market rental rates government employees should pay in this area. It will not be shared with other property managers or rental companies.

Finally, your participation is entirely voluntary. If you have any additional questions concerning this survey and our use of the data, you may call me at 303-969-5696.

Thank you for your cooperation.

Sincerely,

Laura Walters
Quarters Rental Program Manager