<<Date>>


«CONTACT_SALUTATION» «FIRST_NAME» «LAST_NAME» «NAME_TITLE»
«TITLE»
«DEPT_NAME»
«MAILING_ADDRESS»
«CITY», «STATE_ABBR» «ZIPCODE»

Dear «CONTACT_SALUTATION» «LAST_NAME»:

Thank you for agreeing to provide high-resolution imagery for <<Entity Name/Vintage>> to the U.S. Census Bureau. The imagery you share will improve the spatial accuracy of roads, boundaries, and housing units in the Census Bureau's Master Address File/Topologically Integrated Geographic Encoding and Referencing (MAF/TIGER) System. The data in this system supports the Census Bureau's data collection as well as all our geographic partnership programs and geographic data products.

To facilitate the transfer of imagery to the Census Bureau we have enclosed an encrypted hard drive [<<CD Number>>]. To comply with the Census Bureau's security protocols, the username and passcode for this drive will be transmitted to you in a separate email. Once you are ready to transfer your imagery onto the drive you will need to log into the drive, and then copy your most recent imagery and metadata onto the drive. Upon completion, please use the enclosed package return label and follow the enclosed instructions to return the hard drive to the Census Bureau.

If you have any questions, please feel free to contact <<GEO Contact>> at <<Phone Number>>.


Sincerely,
<<Name >>
Geographer
Geospatial Reference Data Branch, Geography Division, U.S. Census Bureau
<<Email>>
<<Phone Number>>