

DATE: [MONTH DAY, YEAR]

TO: [SUPT/PRIN], [DISTRICT/SCHOOL]

FROM: [RECRUITER]

SUBJECT: 2026 National Youth Tobacco Survey (NYTS) Earlier this school year, we sent you information about [School name(s)]'s selection to participate in the 2026 National Youth Tobacco Survey (NYTS), which is being conducted by the U.S. Food and Drug Administration (FDA). We recognize that when we last spoke, your [District/School] was unable to participate. We do not yet have enough participating schools to produce valid, national results and I am reaching out to you again now to see if there is any possibility that you might reconsider. Only 540 schools nationwide have been selected to participate in the 2026 NYTS and selected [districts or schools] cannot be replaced. ***Your [district or school]'s participation is critical to the study's success.***

The NYTS is the most comprehensive, nationally representative source of data regarding youth tobacco-related behavior [and the ONLY source of such data for middle school students (grades 6-8)]. Results are used by national, state and local educators and health professionals to support the design, implementation and evaluation of effective tobacco use prevention and control programs.

In summary, please consider the following:

- Only a small number of classes, **[one/two per grade level X through X]**, will be randomly selected to participate.
- The NYTS is a web-based, electronic questionnaire that can be administered by the classroom teacher on a mutually convenient date before the end of your school year.
- The survey takes about 15-20 minutes to complete.
- Survey protocols are designed to protect student privacy and allow for anonymous participation. Students sign into the survey application using a randomly generated, five-digit access code and no personally identifiable information is collected.
- Participating districts, schools, and students are not identified in any published reports.
- Your school will receive a **\$750 school award** in appreciation for your time and support.

As an educator, you understand that healthier students are better learners. I look forward to discussing the NYTS with you and I sincerely hope that your school will be able to participate in this important national student health initiative. For your convenience, I am enclosing copies of the original invitation materials, including a study fact sheet and a sample NYTS questionnaire.

Thank you for your consideration. I will call you in the next few days to discuss this with you. In the meantime, I can be reached directly at 866-354-0987. I look forward to talking with you or a member of your staff.

Public reporting burden for this collection of information is estimated to average 30 minutes per survey, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Office of Operations, Food and Drug Administration, Three White Flint North, 10A-12M, 11601 Landsdown St., North Bethesda, MD 20852, PRAStaff@fda.hhs.gov, ATTN: PRA (0910-0932).