

[COMPLEX/COMMUNITY NAME]  
[ADDRESS]  
[CITY], [STATE] [ZIP]

Dear [FIRST & LAST NAME]:

RTI International, a nonprofit research organization, is conducting a new national research survey on behalf of the U.S. Bureau of Labor Statistics (BLS).

Recently one of our interviewers, [FIRST & LAST NAME], attempted to contact specific residences within [COMPLEX/COMMUNITY NAME] that were randomly selected to potentially participate in this survey. So far, [FI NAME] has been unable to [GAIN ACCESS/GAIN FULL ACCESS] to [COMPLEX/COMMUNITY NAME]. **We are requesting your assistance to access the building/complex so that we can make contact with only those specific households.**

We understand your responsibility to protect your residents and want to provide you with additional information about the survey:

- We are not selling anything. This is not a marketing survey.
- A limited number of household addresses across the United States were randomly chosen to take part in this survey.
- Residents in the selected households should have already received a letter from the BLS that explains the survey and indicates that an RTI interviewer will be visiting their address.
- RTI interviewers are well-trained professionals and have signed legally binding pledges of confidentiality.
- The RTI interviewer only needs a few minutes of the resident's time to determine whether anyone in the household is eligible to participate in an interview.
- Participation in the survey is voluntary.

The interviewer who has been assigned to contact [COMPLEX/COMMUNITY NAME], will visit you soon to make arrangements for accessing the selected households. If you have any questions, or would like more information, please call the RTI supervisor for your area, [FS FIRST & NAME], at [FS PHONE].

Your assistance is extremely important to the success of this survey, and I thank you in advance for your help.

Sincerely,

Keenan Dworak-Fisher  
Director, National Longitudinal Surveys  
Bureau of Labor Statistics