

Date m/y
[FIRST NAME] [LAST NAME]
[POSITION], [LAW ENFORCEMENT
AGENCY] [ADDRESS]
[CITY], [STATE] [ZIP]

Dear [TITLE] [FIRST & LAST NAME]:

The purpose of this letter is to provide you written documentation regarding the national survey that is going to be conducted in the XXX area, among others, by RTI International for the U.S. Bureau of Labor Statistics (BLS). RTI is a nonprofit research organization under contract to the BLS for the purpose of conducting this survey. The purpose of this survey is to study the development of employment choices of today's youth and how these choices change over time. Your area has been selected as part of the national sample for this survey.

We respect your responsibility to protect the residents of [CITY/COUNTY NAME]. Since members of the community are frequently concerned about security and safety, we wanted to inform your organization of our presence and our survey, should some of those selected to be interviewed call you for information.

- 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.
- 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.
- A professional interviewer from RTI International will only visit the selected households and needs only a few minutes of the resident's time to determine whether someone in the household is eligible to participate in an interview.
- RTI interviewers will be wearing official RTI identification badges.
- Participation in the survey is voluntary.
- All information provided is kept confidential as required by federal law*.

Thank you in advance for sharing this information with all pertinent staff in your department. Your efforts are important to the success of this survey, and I thank you in advance for your help.

If you have any questions, please contact an RTI supervisor for your

area, [FS FIRST & LAST NAME] at [FS PHONE].

Sincerely,

Keenan Dworak-Fisher

Director, National Longitudinal Surveys

Bureau of Labor Statistics

* The Confidential Information Protection and Statistical Efficiency Act of 2018 (CIPSEA), codified at 44 U.S.C. 3561-3583, ensures that any information residents provide will only be used for statistical purposes and cannot be used for any other purpose. Any unlawful use of these data may result in a jail term of up to 5 years, a fine of \$250,000, or both.