

**APPENDIX A:
ADVANCE LETTER**

[Print letter on tribal or clinic letterhead.]

[Name]
[Address]
[Date]

Dear _____:

You have been selected to participate in a survey about the knowledge, attitudes, and behaviors related to commercial and traditional tobacco use. This survey has been approved by the _____ and _____ tribes or clinics. Whether you use tobacco or not, your participation in this study is important in helping us understand tobacco use in our community, especially among our younger members. The results will be used to address, among Alaska Natives, serious health issues resulting from commercial tobacco use. _____ have worked hard to develop this survey. Your participation means much to us and to the well-being of this community.

This survey is confidential, which means that your name will be kept private. If you participate in this survey, you will receive a \$25-value incentive.

Enclosed you will find a self-addressed, stamped postcard. If you agree to participate, please check the box indicating your agreement and return the postcard to us within 7 days of receipt of this letter. On the card, please correct any incorrect information about to you. Also, please provide your phone number and indicate a convenient date and time for one of our interviewers to visit your home to conduct the survey. An interviewer will call you to confirm the date and time of your survey interview.

Thank you for your help in this matter.

Very truly yours,

[Name, signature, address, and phone number of agency representative]