

Name of person/business
Address of person
City, State, zip code

Dear *Person*:

You have been selected to participate in an important survey about Grays Reef National Marine Sanctuary.

In about a week's time, you will be contacted by telephone to set up an appointment time with our team who will work with you in compiling information about your business as it relates to your uses of Grays Reef National Marine Sanctuary and your opinions on the rules and regulations of the sanctuary.

We can send you copies of the questionnaires we will use in gathering information from you so you will know the kinds of information we are collecting. **We won't ask you to fill out the questionnaires.** Our team will work with you from your records to fill out the questionnaires.

Any identifying information (name, name of business, address and telephone number) will be viewed only by the *name of contractor* compiling the data, and will be destroyed by the *name of contractor* at the end of the information collection. The information in this survey will be treated as sensitive and protected to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. §552, and the Trade Secrets Act, 18 U.S.C. §1905.

You can contact us at *telephone number or e-mail* if you have any questions.

Your participation in this effort will be extremely appreciated.

Sincerely,

Contractor

