Name

Address

City, State, Zip Code

September 9, 2013

Dear Store Owner/Manager:

The Public Health Foundation of Columbia County (TPHFCC) & Columbia Community Mental Health (CCMH) are conducting an assessment of retail stores in Columbia County. The purpose of the project is to learn how tobacco, alcohol and lottery products are placed and advertised in stores.

We will be careful not to interfere with shoppers while in the store. Data from all stores will be combined for analysis, and individual stores will not be identified.

The store assessments will be conducted by representatives of TPHFCC or CCMH and one to two youth over the next few weeks. When the representative arrives at the store, he or she will introduce themselves and then conduct the assessment. The assessment will take approximately 15 minutes and consists of making observations and taking notes about how tobacco, alcohol and lottery products are placed and advertised. We appreciate you help!

If you have any questions or would like additional information, please contact us at the information provided below.

Thank you in advance for your cooperation and participation in this project.

Sincerely,

**Ashley Baggett Brianne Mares**

Ashley Baggett, Brianne Mares, Prevention Specialist

Tobacco Prevention Coordinator Prevention Coordinator

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