**Information Letter for Parents Sample**

Dear ,

Your son/daughter, has agreed to assist the with our Tobacco Purchase Survey Program. We appreciate their willingness to assist our agency in attempting to make our community safer for our youth.

As part of their participation in the program they will be asked to enter tobacco outlets and attempt to purchase tobacco products from the clerk/server. We will take every step to ensure that they are safe and protected at all times during the course of the operation. Your son/daughter will be trained and provided with the appropriate information and skills necessary to conduct these surveys. In addition, a prevention staff member will accompany them at all times during the course of each check and they will not be sent into any dangerous situations or places that are deemed unsafe.

In order to participate in the program, we require the following information and forms to be completed and returned to our office:

* Young Adult Buyer Information and Consent form
* Injury/Liability Waiver Form
* Copy of Their Birth Certificate *(if applicable for employment purposes)*
* Copy of Their Driver’s License
* Copy of Their Social Security Card *(if applicable for employment purposes)*
* Payroll/Tax Forms

We look forward to working with your son/daughter. Through their help we will educate retailers and reduce youth access to tobacco Products making this community healthier and safer.

Should you have any questions or concerns please feel free to call me at

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Sincerely Yours,

Prevention Staff Name
Title
Agency

