

ATTACHMENT G – FOCUS GROUP REMINDER LETTERS FOR ALL FOCUS GROUP PARTICIPANTS

Dear PARTICIPANT NAME:

Thank you for agreeing to participate in our discussion group. The group will take place on **DATE** at **TIME**. The discussion will last approximately 2 hours and you will receive a reimbursement for your time and travel expenses.

Please see the next page for directions to our facility. The location is X.

We ask that you arrive 10 minutes early so that we are able to start the discussion on time. Also, if you wear glasses for reading, please bring those with you as well.

If for any reason you are unable to attend, please call me at XXX-XXX-XXXX as soon as possible to let me know. We have promised our clients that a certain number of qualified people would show, so if you do need to cancel, we need to let our client know about this before the discussion starts. Please do not send anyone in your place.

We have found that many people find this an interesting and enjoyable experience, so we hope you can attend. Again, thank you for agreeing to participate and if you have any questions, feel free to call the above number.

Sincerely,

OMB BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0524. The time required to complete this information collection is estimated to take up to 2 hours and 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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