

ATTACHMENT D – REMINDER LETTER

Prior to the focus group date, focus group vendors will mail a reminder letter to participants. The letter will provide the date and time of the group, the address and telephone number of the focus group facility, as well as directions.

The reminder letter will be translated in Spanish after OMB approval for this package has been obtained. A FH/GMMB subcontractor will translate all materials.

Dear PARTICIPANT NAME

Thank you for agreeing to participate in our market research discussion group. The group will take place on **DATE** at **TIME**. The discussion will last approximately two hours and you will receive \$XX for your time.

Please see the next page for directions to our facility.

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,