

ATTACHMENT 11: REMINDER LETTER/E-MAIL

for

**Qualitative Evaluation of HIV Counseling, Testing, and Referral Services in Non-Health
Care Settings: Eliciting Consumer Views**

New OMB Application

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Attachment 11: Reminder Letter/E-mail

Flesch-Kincaid Reading Level = 5.4

Dear [NAME OF PARTICIPANT],

Thank you for agreeing to participate in a research study being conducted by RTI, a research company in North Carolina.

The focus group will happen at [TIME] on [DATE] at [NAME AND ADDRESS OF FACILITY]. It will last up to 2 hours. If you arrive more than 30 minutes late, you will not be able to participate. Enclosed are directions to the group, and a contact name and telephone number.

Please arrive on time so that we can sign you in. To thank you for your time and effort, you will be given \$50 at the end of the focus group. If 3 or fewer people come to the scheduled focus group, we will not conduct the FG. However, you will be given \$15 for travel costs.

If you can't make it to the group, please call [PHONE NUMBER] to let us know. You can call anytime. If we are not here, please leave a message.

Thank you again,