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**African American STD Disparities Health Communication Project**

**#0920-0798**

**ATTACHMENT 10**

**REMINDER LETTERS, E-MAILS, AND PHONE SCRIPTS**

**(ALL PHASES)**

## Reminder Letter/E-mail

(READING GRADE LEVEL 7.5 ASSESSED USING FLESCH-KINCAID)

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Name  
Address of Facility

Date

Dear \_\_\_\_\_,

You have been scheduled to attend a (CHOOSE ONE) group discussion/interview on \_\_\_\_\_ at \_\_\_\_\_.

FOR DISCUSSION PARTICIPANTS: This discussion will last approximately 1.5 hours and there will be no attempt to sell you anything. We are simply interested in your opinions. In return for your time you will be paid \$50. In addition, refreshments will be provided.

FOR INTERVIEW PARTICIPANTS: This interview will last approximately an hour and there will be no attempt to sell you anything. We are simply interested in your opinions. **In return for your time you will receive an honorarium of \$50.**

Attached are directions to our offices. If you need further directions, please call us at \_\_\_\_\_.

A few reminders: If you wear reading glasses, please bring them with you since there may be some reading involved. Please be aware that we have a no smoking policy. Also, if you care for children, please do not bring them with you because we do not provide child care at our office.

If you have any questions or find that you cannot participate, please call us right away at \_\_\_\_\_ so we can find a replacement. Thank you for your time and for agreeing to participate.

Sincerely,

\_\_\_\_\_

Attachment (directions to facility)

## Reminder Phone Call

Hello, my name is \_\_\_\_\_ and I am calling from \_\_\_\_\_ to remind you that you are scheduled to attend a (CHOOSE ONE) group discussion/interview in our offices on \_\_\_\_\_ at \_\_\_\_\_.

Are you still planning on attending?

IF YES, continue

IF NO, thank you for your time.

I want to remind you of a couple of things:

If you wear reading glasses, please be sure to bring them to the discussion, as there may be some reading involved. Please be aware that we have a no smoking policy. Also, if you care for children, please do not bring them with you because we do not provide child care at our offices.

If you have any questions or you find that you won't be able to make it to, please call us right away at \_\_\_\_\_ so that we can find a replacement. Thank you for your time and for agreeing to participate.