

Draft SAMPLE LETTER/EMAIL

Focus Group Participant Confirmation Sample Letter from Silver Gate Group to Conference Participants

Date

Dear Mr./Ms. J. Doe,

Thank you for agreeing to participate in our focus group: *Science to Practice: Developing and testing a marketing strategy for preventing alcohol related problems in college communities.*

We appreciate your willingness to participate in this important project which will eventually help to design materials focuses on the prevention of intoxication and the negative consequences associated with student alcohol consumption on campuses in college communities across the United States. The Safer Universities Science-to-Practice Study is a four-year project funded by the Centers for Disease Control and Prevention.

The focus group is scheduled for *Month, Day, Year* at *Time* in the *Room* of the *Building*. Based on a review of the agenda for this conference and associated activities, this focus group should not conflict with any scheduled activities or meetings. The focus group meeting should last approximately one hour. Your participation and responses to questions raised during the focus group will be kept strictly confidential. No identifying information will be collected during this focus group.

Please do not hesitate to contact me if you have any questions or concerns. Thank you in advance for your participation in this important project.

Sincerely,

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