

Attachment H – Reminder (Email and Telephone)

Email Reminder

Dear _____,

This is a friendly reminder about the *[focus group/interview]* you are scheduled for on *[date, time]* at *[location]*. The *[focus group/ interview]* is part of a needs assessment of the National Cancer Institute's Health Information National Trends Study Program that is being conducting by RTI, International. Attached to this email are directions to the location. If you have any questions or scheduling issues, please contact me at this email, *[staff member's email address]*, or at the number below. Thank you in advance for your participation.

If interview will be in person: Please let me know if there are any accommodations you need, e.g., sign-language interpreter, wheelchair accessible room, etc.

Telephone Reminder

Hello,

This is *[staff name]* from RTI International calling to remind you that you are scheduled to participate in a *[focus group/in-depth interview]* on *[date, time]* at *[location]*. The *[focus group/ interview]* is part of a needs assessment of the National Cancer Institute's Health Information National Trends Study Program that is being conducting by RTI. If you did not receive an email with directions to the location or if you have any questions or scheduling issues, please contact me at this phone number *[phone number]* or at this email address *[staff member's email address]*. Thank you in advance for your participation.

If interview will be in person: Please let me know if there are any accommodations you need, e.g., sign-language interpreter, wheelchair accessible room, etc.