

Reminder Letter/E-mail Interviews

(READING GRADE LEVEL 7.5 ASSESSED USING FLESCH-KINCAID)

Name

Address of Facility

Date

Dear _____,

You have been scheduled to attend an interview on _____
at _____.

This interview will last approximately an hour and there will be no attempt to sell you anything. We are simply interested in your opinions. You will be paid \$50 as a token of appreciation.

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 maybe 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 agreeing to participate.

Sincerely,

Attachment (directions to facility)

Reminder Letter/E-mail Survey

(AVERAGE READING GRADE LEVEL 6.85 ASSESSED USING FLESH-KINCAID)

1st E-mail Reminder (3-6 days)
Reading Level 6.9 (assessed by Fleish-Kincaid)

We recently sent you a survey. We would appreciate you taking the survey at your earliest convenience by clicking the button below. Depending on your e-mail reader, you may need to copy and paste the link into your web browser. If you already did the survey, thank you and please delete this e-mail.

2nd E-mail Prompt - Custom (7 - 10 days)
Reading Level 6.8 (assessed by Fleish-Kincaid)

We recently sent you a survey. RTI and [insert survey vendor here] are doing the study. The Centers for Disease Control and Prevention (CDC) is funding the study. We would appreciate you taking the survey at your earliest convenience by clicking the button below. Depending on your e-mail reader, you may need to copy and paste the link into your web browser. If you already did the survey, thank you and please delete this e-mail.

Reminder Phone Call Interview

Hello, my name is _____ and I am calling from _____ to remind you that you are scheduled to attend an 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.