

Dear «Prefix» «Last_Name»:

Thank you for agreeing to share your insights for the Center for Studying Health System Change's (HSC) national study on community emergency preparedness, funded by the Centers for Disease Control and Prevention. As discussed, our one-hour interview with you is scheduled for «Interview_Date» at «Interview_Time». Two members of our research team, «Interviewer_1» and «Interviewer_2» will be conducting the interview and will call you at «[PHONE_NUMBER]».

If you need to make any changes to the interview, please contact me as soon as possible. We appreciate your time and look forward to speaking with you soon.

Sincerely,

«Scheduler Name»