Attachment 7. Reminder for General Public Participants

Dear _____,

This is a reminder that you have agreed to participate in a usability test at [location] on [date] at [time].

If you are unable to keep this appointment, please call us at xxx-xxx-xxxx as soon as possible.

As we mentioned in the initial phone call, after the usability test is completed you will receive $40 as a token of appreciation for your time and travel.

We look forward to meeting you at the time specified above. Thanks for agreeing to help us with this project.