

Attachment L: FOCUS GROUP CONFIRMATION EMAIL

Dear _____

This is to confirm your participation in the Agency for Toxic Substances and Disease Registry (ATSDR) document evaluation focus group. Your focus group is scheduled for **[time]** on **[date]** at the **[location]**. Plan on arriving at least 15 minutes before the focus group starts. The focus group should last no longer than two hours. In preparation for the focus group you may wish to re-familiarize yourself with the **[Navy Mills Health Consultation/BoRit Asbestos Health Consultation/Black Butte Mine Public Health Assessment/Oak Ridge Y-12 Mercury Release Public Health Assessment/Midlothian Air Quality Health Consultation]** document we will be discussing.

We would like to thank you in advance for your participation in this project. Enclosed you will find directions by car and public transportation to **[meeting site]**. I would appreciate if you could confirm by **[date of confirmation]** if you are able to attend. I can be reached at **[phone number]** or e-mailed at **[e-mail address]**. If you have any questions, feel free to contact me.

We look forward to seeing you!