

## Appendix D

### Thank You E-mail to Send AFTER Interview

***SUBJECT LINE: NIH OCPL Telephone Interview – Thank You***

Dear [TITLE AND NAME], [POSITION IN ORGANIZATION]:

Thank you for your time on [DAY] for the interview implemented as part of a needs assessment conducted by NIH Office of the Director, Office of Communications and Public Liaison (OCPL). The information you provided was very informative and will be used to guide continued and future communication efforts by OCPL. If you have any additional questions or comments regarding the OCPL needs assessment or your interview, please let me know.

Sincerely,

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Dan Eckstein

Vice President for Health Communications  
Project Manager  
NOVA Research Company