

(Attachment F)
Email Letter for CME Learners

Subject: Evaluation Request for CME Activity [insert course number]

Dear Physician,

We want to thank you for participating in the CME activity entitled, [insert course title], held on [insert date of course], and are writing to ask your assistance in completing a questionnaire assessing outcomes resulting from your participation in the activity. We estimate that the questionnaire will take about 5 minutes to complete.

This assessment is important in ensuring that we meet our commitment to you to provide education that can be translated into improvements in clinical practice. Please [click here](#) to access the online questionnaire.

Thank you for contributing to the improvement of the CME activities we develop for you.

Yours truly,

[insert name and contact information of CME director]