

APPENDIX M
Focus Group Appointment Letter

[DATE]

Dear _____:

Thank you for your willingness to talk with us about your experiences as an American Indian or Alaska Native living in [CITY NAME]. As we discussed with you on the phone, the focus group you will be participating in is scheduled for:

_____ [date/day] at _____ [time]. The discussion will take approximately 60 minutes. A light meal will be served and you will be paid \$50 cash for participating.

Directions to Where Focus Group Will Be Held:

All letters will include directions on how participants can get to the facility either by public transportation (including those bus or train routes that have stops closest to the facility) or driving their own cars. Driving directions will include details about where the participant can park his/her vehicle. Each letter will also include a Google map image that shows the main routes to the facility as well as the cross-streets for which the driver should be alert. Finally, if there is a particular room in the facility where the discussion will occur (e.g., a community meeting room at a library), the letter will give the participant details on how to find that room (e.g., "The Community Meeting Room can be found on the first floor, adjacent to the lower entrance.").

If you have any questions or discover that you will be unable to attend this discussion, please call me at 1-800-WESTAT1 ext XXXX [extension for recruiter].

Thank you!