

**Attachment 8.**  
**Reminder Letter/Email**

Form Approved  
OMB No.  
Expiration Date

## Reminder Letter/E-mail

Name  
Address of Facility

Date

Dear \_\_\_\_\_,

You have been scheduled to attend an interview on \_\_\_\_\_ at \_\_\_\_\_.

This interview will last approximately an hour and there will be no attempt to sell you anything. We are simply interested in your opinions. In appreciation for your participation you will be paid \$[INSERT].

Attached are directions to our offices. If you need further directions, please call us at \_\_\_\_\_.

A few reminders: If you wear reading glasses, please bring them with you since there may be some reading involved. Please be aware that we have a no smoking policy. Also, if you care for children, please do not bring them with you because we do not provide child care at our office.

If you have any questions or find that you cannot participate, please call us right away at \_\_\_\_\_ so we can find a replacement. Thank you for your time and for agreeing to participate.

Sincerely,

\_\_\_\_\_

Attachment (directions to facility)