

ATTACHMENT F: REMINDER LETTER TO PARTICIPANTS



An Employee-Owned  
Research Corporation

1600 Research Boulevard  
Rockville, MD 20850-3129  
tel: 301-251-1500  
fax: 301-294-2040  
www.westat.com

[Date]

Dear [name],

Thank you for agreeing to participate in our study on health-related topics. Here are details to remind you where and when to appear for the interview session. The session will take about an hour and a half. You will receive \$50 as a token of gratitude for your participation in the study.

**DATE:** XX/XX/XXXX

**TIME:** XXpm

**LOCATION:** Westat  
Conference Center  
1600 Research Boulevard  
Rockville, MD 20820

**Directions and a map are enclosed.**

Kindly allow enough time for travel so that we may begin on time. There will be designated parking spaces marked "(Study)" in the Conference Center Parking lot. Someone will meet you in the lobby of the 1600 building.

If you need further information, please call me at the office (301) XXX-XXXX.

We look forward to seeing you and thank you in advance for your assistance.

Sincerely,  
[Westat staff]