

FOCUS GROUP INVITATION E-MAIL

TO:
FROM:
SUBJECT: National Comprehensive Cancer Control Program Focus Group

Dear NAME,

We are writing to ask for your participation in a focus group that is being conducted on behalf of the Centers for Disease Control and Prevention (CDC) by RTI International. This focus group is a component of the NCCCP evaluation, and you were selected based on your responses on the web based survey that you completed. The purpose of this focus group is to gather more in depth information about ways in which Comprehensive Cancer Control Branch capacity building tools can be improved to better support implementation of the NCCCP priorities.

This focus group will last approximately 90 minutes.

If you are unable to participate, you are encouraged to nominate a stakeholder or staff member with extensive knowledge of our program (e.g. evaluator, coalition leader), to be your designee. Please inform us by this **DATE** whether or not you will be able to participate, or if you will be nominating a designee to take your place.

If you have any questions about this focus group, you may contact me by e-mail or at **PHONE NUMBER**.

Your feedback is extremely important. Thank you, in advance, for taking time to participate in this focus group

Sincerely,

NAME
CONTACT INFO