

FOCUS GROUP CONFIRMATION E-MAIL

TO:

FROM:

SUBJECT: Confirmation – National Comprehensive Cancer Control Program Focus Group

Dear NAME,

We at RTI International are looking forward to seeing you at the focus group we will be conducting. CDC has contracted with us to collect information about ways in which Comprehensive Cancer Control Branch capacity building tools can be improved to better support implementation of the NCCCP priorities. Below are the specific details regarding the date, time, and location of the focus group.

Date:

Time:

Location:

Directions:

This focus group will last approximately 90 minutes. Participation in the survey is voluntary.

Please confirm your participation in this focus group by e-mail or **PHONE NUMBER** by **DATE**.

If you have any questions about the study please feel free to contact me.

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

Sincerely,

NAME

CONTACT INFO