

## Attachment I. Reminder E-mail

TO: **FIELD (CONTACT)**  
LABORATORY: **FIELD (PLNAME1)**  
**FIELD (PLNAME2)**

ADDRESS:

FROM: CDC Project Officer

DATE: (Month, Day, Year)

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Dear Participant:

The Performance Evaluation Program panel shipment for Mycobacterium tuberculosis Drug Susceptibility Testing Program for the Centers for Disease Control and Prevention (CDC) was recently mailed to your laboratory. Your completed survey results have not been received as of (Month, Day, Year). Although your participation is voluntary, your role is vital in helping to obtain information on *M. tuberculosis* drug susceptibility testing.

If you have already entered your results, we appreciate your participation. If not, we would very much appreciate receiving your completed results as soon as possible in order that your information can be summarized with other laboratories for the final results report.

Thank you again for your participation in this very important program.

CDC Project Officer  
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