

Attachment I - Interview Confirmation Email

NATIONAL PUBLIC HEALTH IMPROVEMENT INITIATIVE (NPHII) INTERVIEWS: AWARDEE AGENCY LEADERSHIP CONFIRMATION EMAIL

Subject: Confirmation of Your Participation in an Interview for NPHII Assessment

Dear <<insert name>>,

Thank you for agreeing to participate in our assessment of the Centers for Disease Control and Prevention's National Public Health Improvement Initiative (NPHII). I would like to confirm that we will speak with you on [INSERT DATE] at [INSERT TIME: INCLUDE TIME ZONE]. Please use the following toll-free number and pass code to dial-in for the interview.

Telephone: 1-877-423-6338

Pass code: XXXXXX# [Insert passcode of interviewer]

During the 60 minute interview, we will discuss your experiences with NPHII, but please note that you do not need to do any kind of preparation before the interview.

We are very much looking forward to talking with you. If you have any questions about scheduling or the interview, please feel free to contact me, or our project manager, Tamara Lamia, at tamara.lamia@icfi.com or 404-321-3211.

Sincerely,

<<INSERT NAME>>