

## ATTACHMENT E: Reminder Email

Subject: REMINDER: CDC needs your input on state and local Ebola response readiness

Dear [NAME],

We recently contacted you to complete an assessment of your organization's readiness activities related to Ebola. We notice you have not begun this assessment and urge you to complete it at your earliest convenience. Your input is very important to us and will help CDC understand the extent to which state, local, and territorial public health and healthcare officials and staff are conducting public health preparedness activities related to Ebola.

Please go to <http://www.xxx.org> and follow the instructions on the screen to complete the assessment online. **The assessment will be open from DATE to DATE and should take about 10 minutes or less to complete.**

Your feedback will assist us in developing technical assistance strategies to help guide you in your Ebola-related readiness efforts. While the current outbreak does not pose a significant risk to the U.S. public, CDC is taking early precautions domestically in addition to its activities abroad. We appreciate your help in this important effort.

Sincerely,

Christine Kosmos, R.N., B.S.N., M.S.  
Director, Division of State and Local Readiness  
Office of Public Health Preparedness and Response  
Centers for Disease Control and Prevention