

Subject: Request for an interview re: financial education skill development

Dear [insert participant name],

As you may know, consumer education is a core part of the Consumer Financial Protection Bureau's (CFPB) mission. The information and tools the agency offers are designed to educate and empower consumers to make better informed financial decisions.

To that end, the CFPB is working with my firm, GMMB, to gather input from experts and practitioners in the field of financial education. We are interested in learning more about [how you support and counsel/how financial education practitioners you work with support and counsel] clients in their financial decision-making – and whether there are any specific challenges that can be addressed by new approaches to tools or training for practitioners.

My colleagues and I will be conducting interviews from [insert timeframe] and would like to invite you to participate. The interview will take place by phone and last for approximately 60 minutes. If you are willing to participate, [name] at [email address] will coordinate directly with you via phone or email to schedule a time that works best for you. To create the best opportunity for feedback, the findings will be anonymous – your name will not be attributed to any specific comments and your responses will not be identifiable by anyone outside the study. Please see the CFPB's privacy notice below:

Privacy Act Statement

5 U.S.C. 552(a)(e)(3)

This collection of information is authorized by Pub. L. No. 111-203, Title X, Sections 1013 and 1022, codified at 12 U.S.C. §§ 5493 and 5512. The information you provide in response to this Consumer Financial Protection Bureau ("CFPB") survey will be used to understand financial training skill development needs. Information collected by the Bureau will be treated in accordance with the System of Records Notice ("SORN"), [CFPB.021 – CFPB Consumer Education and Engagement Records, 77 F.R. 60382](#). Participation in this study is voluntary and there are no penalties for refusing to answer any question. However, your participation is extremely important to ensure the completeness and accuracy of the results.

Paperwork Reduction Act

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The OMB control number for this collection is 3170-0036. It expires on 06/30/2016. The time required to complete this information collection is estimated to average approximately one (1) hour per response. Comments regarding this collection of information, including the estimated response time, suggestions for improving the usefulness of the information, or suggestions for reducing the burden to respond to this collection should be submitted to Bureau at the Consumer Financial Protection Bureau (Attention: PRA Office), 1700 G Street NW, Washington, DC 20552, or by email to PRA@cfpb.gov.
OMB No. 3170-0024; Expiration Date: 12/31/2015

We thank you in advance and hope you're available and willing to help us in this initiative!

Sincerely,
[Name]