

Reminder E-Mail

Dear [name(s)],

This is a friendly reminder of our invitation to participate in a phone-based group discussion on the technical assistance services provided to REACH awardees. Please see the original invitation below for additional details.

Please use this “When is Good” poll link to indicate your availability for the 60-minute group discussion by [date]: [poll link]

Please notify me by phone or e-mail if you do **not** plan to participate in the group discussion so I can remove you from the reminder list.

Thank you,

Ashley Andrews,
RTI Data Collection Coordinator
[contact information]