

**Attachment 4.f. Reminder Email**

<PARTICIPANT FIRST AND LAST NAME>  
<ADDRESS>

<CURRENT DATE>

Dear <PARTICIPANT FIRST NAME>,

Thank you for agreeing to participate in a focus group with RTI. The purpose of the group is to learn more about your likes and dislikes with <INSERT PROGRAM>. To thank you for your time, you will receive \$75 once the group is over. Your group is scheduled for the following date and time:

<DATE OF GROUP>  
<START TIME>:<END TIME>  
At <INSERT LOCATION>

For directions to <insert location>, you can call <INSERT NUMBER> or visit their website at <INSERT WEBSITE>.

If you have any questions or need to change the schedule or cancel, please call me right away at <STAFF PHONE NUMBER> so I can find a replacement. Thank you again for your time and for agreeing to participate.

Sincerely,

<STAFF NAME>