

**Att. F. Reminder Email**

Dear [Salutation] [Last Name],

Recently we invited you to complete an assessment of your satisfaction with Epi-Aid #: XXXXXXXXXXX, [Title] in [Month] [Year]. Since you have not yet completed the online assessment, we would like to extend a reminder that you are still able to do so. Your feedback is very important to us. Your responses will help us understand how to improve the Epi-Aid process and quantify the impacts of the Epi-Aid.

We ask that you either complete this assessment or, if appropriate, forward it to the person on your staff who is most familiar with this Epi-Aid. Please do not ask an EIS officer or CDC staff person from the Epi-Aid Team to complete the assessment. Your responses are very important to us. Please base your responses only on the Epi-Aid named above.

The assessment should take approximately 15 minutes to complete. Please use this link to access the assessment: XXXXXXXXXXXXXXXX.

Please complete the assessment by **[Month] [Day]**. (1 week)

To assist you in responding, we have included two documents. The first document is a PDF copy of the assessment for review before accessing the link. Only the person who is responding to the assessment should access the link. The second document is a copy of the Epi-1 "Request for Epi-Aid" form associated with this Epi-Aid.

Below are a few additional reference items to assist you with responding to the assessment.

Epi-Aid #: XXXXXXXX

Epi-Aid Title: XXXXXXXXXXXXX

Request Date: XXXXXXXXXXX

EIS Officers on Team: XXXXXXXXXXXXXXXX

Objectives:

1. XXXXXXXXXXXXX
2. XXXXXXXXXXXXX
3. XXXXXXXXXXXXX

Thank you for your time and assistance in helping EIS improve our customer service and Epi-Aid response efforts. If you want to discuss this Epi-Aid or have any questions, please contact us at EpiAid@cdc.gov.

EIS Epi-Aid Team