

Attachment O: CDC Pandemic Influenza Readiness Assessment (PIRA) Reminder Email – 7th day

Send message on assessment opening date [Date TBD pending OMB approval]

Subject: REMINDER CDC needs your input on state and local pandemic influenza readiness

Dear [Subject Matter Expert Name]:

This serves as a friendly reminder that your PHEP Director has identified you to complete an assessment of your jurisdiction's Public Health Emergency Preparedness and Response activities related to Novel Influenza.

The assessment for all modules begun on mm/dd/yyyy and will conclude close of business (COB) on mm/dd/yyyy. If you have any technical issues, please send your inquiries to Olga Nacalaban at xje5@cdc.gov.

Sincerely,

NAME