

**NATIONAL CENTER FOR CHRONIC DISEASE PREVENTION AND HEALTH  
PROMOTION (NCCDPHP) STATE HEALTH DEPARTMENT STAFF TRAINING  
NEEDS ASSESSMENT:**

**REMINDER EMAIL TO RESPONDENTS**

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Subject: Reminder please complete the NCCDPHP training needs assessment by <insert closing date>

Dear <<insert name>>,

Last week, I sent you an invitation to participate in NCCDPHP's Web-based needs assessment. This is a reminder to complete the needs assessment if you have not done so already. To respond to this needs assessment please click the link below:

[INSERT WEB LINK]

*\*Please note that the link to the link may not open if you are working from a mobile device.*

*\*\*Please note that you cannot share this link with others.*

The needs assessment will close on <insert closing date>. It will take no longer than 30 minutes to complete.

As mentioned previously, this is an assessment of State Health Department chronic disease prevention and health promotion staff training needs. Information from this needs assessment will inform the development of a 5-year NCCDPHP training plan.

If you have any questions, please feel free to contact the ICF manager, <insert ICF manager's name> (<insert ICF staff member's email address>; 404-321-3211) or <insert CDC contact name> at CDC (<insert CDC contact email address here>).

Thank you for in advance for your willingness to participate.

Regards,

<<Insert name of ICF Sender>>