

## Attachment D: Scheduling In-Person Interview Email

From: Heather Lewis

To: [EH Director, PI and EH practitioner]

Subject: CLS Water Policy In-person Interview

Dear [Name of EH Director, PI and EH practitioner],

Following up on the invitation email, CLS and CDC would like to schedule the in-person interview with you during one of the following dates and times at [Place –suggest to be at the health department]:

1. [Day], [Month Date 2016], at [Time] (Local and EST)
2. [Day], [Month Date 2016], at [Time] (Local and EST)  
[Both dates and times suggested to be on the 6<sup>th</sup> week after the date of this email]

Please let me know your availability by close of business on [Date]. In case I do not hear from you, I will give you a call on [Date] to schedule the interview. Once we set up the interview, I will send to you an Outlook invitation, so that you may import it directly into your electronic calendar.

If you have any questions, please contact me by telephone at 510302-3342 or by e-mail at [hlewis@changelabsolutions.org](mailto:hlewis@changelabsolutions.org).

Sincerely,

Heather Lewis  
Staff Attorney  
ChangeLab Solutions

cc: Max Zarate-Bermudez, Epidemiologist  
Environmental Health Services Branch, EEHS, NCEH, CDC