

Attachment K—Telephone Focus Group Confirmation Email

Subject: Confirmation for Cancer Survivorship Focus Group

Dear [name]:

Thank you for agreeing to participate in our 90-minute telephone focus group discussion on [date/time].

The toll-free call in number for the focus group is: [number].

You will be asked to enter an access code. That code is [code].

In preparation for the focus group:

- I have attached/included a link for the NCSRC resource(s) we would like you to review prior to the focus group [include URL]. We would also like to ask your general impressions of the NCSRC website, so if you have time, please spend some time reviewing [include URL] prior to our interview.
- I have attached a focus group information sheet for you to review prior to the call. You will have a chance to ask any questions about the document at the beginning of the focus group session.

If you have any questions, please call [name] at [number]. Additionally, you will receive a reminder the day before the discussion to remind you of the appointment time and to answer any remaining questions that you may have regarding your participation.

Thank you again for your time.

Sincerely,

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