

RECRUITING CONFIRMATION EMAIL TEMPLATE FOR FOCUS GROUPS

Hi <Name>,

Please see below for your confirmation, and let me know if you have any questions.

You are scheduled for the Asthma Study on **<day, date, time>**. Please arrive 10 minutes before your scheduled time so we can begin on time. The session will be approximately 90 minutes long, and you will receive **\$75** in the form of a **<insert payment method>** as a thank you for participating in our study.

The study will take place at <address>. [Provide any specific directions and parking/transportation instructions]

If you have any questions or need to reschedule or cancel your appointment, please contact me at **<phone number>**.

<Recruiter email signature>