REMINDER EMAIL TEMPLATE  
FOR FOCUS GROUPS

Hi <Name>,

Just a friendly reminder that you are scheduled for a 90-minute Asthma Study focus group on <day, date, time>. You will be provided a $75 token of appreciation in the form of <insert payment method> once the session is complete.

**At your earliest convenience, please confirm you will be attending your session.** If you are unable to attend, please contact me by responding to this email or by calling <phone number>.

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

**If you need directions or are running late to your session, please call <phone number> for assistance.**

<Recruiter email signature>