

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>