

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 [caregivers]/\$45 with a \$30 transportation stipend [youth + caregivers] 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>