

Sample Request Email to Submit NQDW Intake Questionnaire data

Good morning,

I am writing to request your state's Quarter X, YEAR (MONTH X-MONTH XX, YEAR) Intake data for the NQDW. If you could please send your states data (ex. QEE files) to us by [Insert Date] that would be great.

You may upload your data to the secured FTP Server listed here: <ftp://sftp.cdc.gov>

Your User name is: nqdw-[state initial]

Your unique password is: _____

The data will be processed and sent to RTI by [insert date] and I would like to make sure your data is included in that submission. If you have any issues with this deadline or the FTP Server, please let me know.

Thank you,

[Name]

Office on Smoking and Health

Centers for Disease Control and Prevention