

Sample Reminder Email for Non-Respondents for NQDW Intake Questionnaire data submission

Hello,

I just wanted to remind you that your state's Quarter X, YEAR (MONTH X-MONTH XX, YEAR) NQDW Individual-Level Intake data was due on MONTH X, YEAR. Please send your states data (ex. QEE files) to us by [Insert Date].

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. Please let me know if you need assistance with this request.

Thank you,

[Name]

Office on Smoking and Health

Centers for Disease Control and Prevention