

Sample Reminder Email to Submit NQDW 7-month Follow-up Questionnaire data (only for Asian Smoker's Quitline [ASQ] callers)

Good morning,

I am writing to remind you that your state's YEAR (MONTH 1-MONTH 31, YEAR)7-month Follow-up data for the NQDW is due. If you could please send your states data 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