

Sample Reminder Email to Request Participation in the NQDW Quitline Services Survey

Good morning,

I just wanted to remind you that your state's **Quarter 4, YEAR (MONTH 1 - MONTH 31, YEAR)** Services Survey data is due DAY, MONTH ##th. If you have not yet had a chance to complete the survey, please take a moment to do so. Your participation in the survey is critical to improve our evaluation technical assistance for quitlines and our understanding of your quitline's data.

Please let me know if you have any questions.

Thank you,

[Name]

Office on Smoking and Health

Centers for Disease Control and Prevention