

Form Approved

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**Attachment F – Reminder Email**

**Subject line:**

Reminder: Opinions of Hand Hygiene Focus Group Discussion ([DATE], [TIME],[LOCATION])

**Email text:**

Dear [NAME],

Thank you for your interest in participating in a 90-minute focus group to talk about your opinions of hand hygiene and preference for health communication materials. As a reminder, this focus group is scheduled for [DATE] at [TIME] at [LOCATION]. If this time no longer works for you and you and you would not be able to attend the focus group discussion please let us know.

Thank you for being willing to participate in this discussion. If you have any questions about the focus groups, please contact [INSERT POINT OF CONTACT AT CONSULTING FIRM].

Kind Regards,

[NAME]