

Appendix F.2
Sample Reminder Email for WIC EBT Data Request

Study of WIC Food Package Costs and Cost Containment
Appendix F.2 Sample Reminder Email for WIC EBT Data Request

OMB Number: 0584-XXXX
Expiration Date: XX/XX/XXXX

Dear [WIC DATABASE ADMINISTRATOR],

This is a reminder that the WIC EBT data file submission for [FEBRUARY/JULY 2017] is due on [DATE]. This file should contain data for all purchase transactions made between [MONTH YEAR and MONTH YEAR].

Submission of the WIC EBT data is to be completed using Insight's FTP system. You can access the system using the following link: [FTP LINK]

Your FTP username and password were sent to you via email on [DATE].

If you have any questions, please contact us via email at [EMAIL] or by phone at [PHONE NUMBER].

Sincerely,

[PROJECT MANAGER NAME]
WIC EBT Data Project Manager

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-XXXX. The time required to complete this information collection is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.