



B.6 Reminder Email Regarding the SFA Director Questionnaire

An Employee-Owned
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Date

Dear <<SFA Director's Name>>

Several weeks ago we sent you an e-mail requesting that you complete the SFA Director Questionnaire for the APEC-II study. As of the date of this email, we have not received your completed questionnaire. Please complete the questionnaire as soon as possible. As a reminder, you can complete the questionnaire online at: <<insert link>>. If you prefer you can complete the attached fillable hardcopy version and send it via email or mail.

If you have questions or require technical assistance, please contact me at rolinemilfort@westat.com or Allison Roeser at allisonroeser@westat.com.

Thank you again for your participation and contribution to the APEC-II Study.

Sincerely,

Roline Milfort, PhD
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According to the Paperwork Reduction Act of 1995, no persons are 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 0584-0530. The time required to complete this information collection is estimated to average 3-5 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

cc: <<Allison Roeser, Janice Machado>>