**OMB No: 0910-0497 Expiration Date: 10/31/2020**

**Paperwork Reduction Act Statement: 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 0910-0497. The public reporting burden for this collection of information has been estimated to average 5 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.**

**Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing burden, to** [**PRAStaff@fda.hhs.gov**](mailto:PRAStaff@fda.hhs.gov)**.**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

This is to confirm you are recruited to attend a focus group on [DATE] at [TIME]. Please try to arrive 10-15 minutes before the group so that you be checked in.

The group will be held at:

[ADDRESS]

Please note that we are unable to offer childcare. [IF APPLICABLE: We will have light snacks/refreshments available before the group.]

Best Wishes,

[NAME OF FACILITY]