

OMB Number: 0970-XXXX
Expiration Date: XX/XX/XXXX

Focus Group/Interview Scheduling Email/Letter

Subject: Sexual Health [Focus Group/Interview]

Hi [insert respondent name],

I'm writing to you from Mathematica Policy Research. We're working with the Administration for Children and Families in the U.S. Department of Health and Human Services to learn more about how to teach youth about preventing pregnancy and promoting sexual health. Staff at [Organization Name] told us you're interested in participating in an [online discussion/interview] about your experiences with sexual health education and how these programs could be improved to prevent teen pregnancy and improve sexual health. We're happy to notify you that you have been selected to participate in the [online discussion/interview]. If you choose to participate, you would receive a \$20 gift card at the end of the [online discussion/interview]. The [online discussion/interview] will take no more than ninety minutes to complete. Being part of this [online discussion/interview] is completely voluntary. Your name will not be attached to the answers you give, and no one outside the [online discussion and] study team will see your answers. The study team will keep all information collected private to the extent possible by law. *[FOR ONLINE DISCUSSIONS ONLY: Additionally, the team will ask all participants to keep the information discussed in the online discussion private; however, there is a chance other participating youth may reveal information discussed during the online discussion to people who were not in the online discussion.]*

Please email us at [XXXX@mathematica-mpr.com] or call us at [XXX-XXX-XXXX] by [XX/XX/XXXX] to let us know whether you'd still like to participate. We can send you more information on the details of the [online discussion/interview] at that time.

We look forward to hearing from you soon!

Sincerely,

[Name and signature]