

## Appendix A. 2018 CTP E-blast Survey Invitation Email Announcement [Includes Reminders]

Note: The survey respondent will not see any text in blue.

**Email subject heading:** Voice Your Opinion on CTP's Email Communication Services and Resources

**Body of email:**

The FDA Center for Tobacco Products (CTP) wants to hear your thoughts about the information you receive from us via email from (i.e., **CTP Connect**, **CTP News**, and **Spotlight on Science**).

Please take our survey so that we can learn about you, as well as how we are doing, to provide you with high-quality email services and resources. If you have already completed the survey this year, thank you for your time. If you have not yet completed the survey this year, please take the time to complete the survey.

The survey is anonymous and takes 5 minutes to complete. Please complete the survey **by Month X, 2018**. [The date will be set at 3 weeks after the survey is launched]

### TAKE THE SURVEY

**URL Link**

[A visual meant to grab potential respondents' attention will be inserted for better recruitment]

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For the first reminder, we will include the following message in the email subject heading and send the same announcement as above in the body of the email:

**Reminder #1: Don't forget to complete the CTP's E-BLAST SURVEY!**

For the second reminder, we will include the following message in the email subject heading and send the same announcement as above in the body of the email:

**Reminder #2: This is the last day to complete the CTP's E-BLAST SURVEY!**

**Paperwork Reduction Act Statement:** The public reporting burden for this information collection has been estimated to average 5 minutes per response (the time estimated to read, review, and complete). Send comments regarding this burden estimate or any other aspects of this information collection, including suggestions for reducing burden, to [PRASStaff@fda.hhs.gov](mailto:PRASStaff@fda.hhs.gov).