

Appendix A. FDA CTP Industry Public Meeting Study Survey Invitation Email Announcement [Includes Reminders]

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

Body of email:

The FDA Center for Tobacco Products (CTP) wants to hear your thoughts about what you need in order to comply with CTP's requirements, where you receive your tobacco industry information, and if you would like to help improve the usability of the CTP website on FDA.gov.

The survey is anonymous and takes 5 minutes to complete in total. 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

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: Remember to complete FDA/CTP's 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 FDA/CTP's 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.