**Appendix F10. Reminder Email to Submit the Site Menu Follow-Up Report**

Dear <NAME OF SPONSOR/SITE SUPERVISOR>,

Thank you for participating in the *Summer Meals Study*. We recently sent you an email asking for more details about some of the foods and beverages served at [NAME OF SITE]. As of today, we have not received your completed Menu Follow-up Report.

Please provide the information listed on the report as soon as possible. You may return the completed Menu Follow-up Report to us using any of the following methods:

|  |  |
| --- | --- |
| FTP SITE | https:/www.SUMS.orgusername:password: |
| Email | SUMS@westat.com |
| Fax | 1-800-XXX-XXXX |
| U.S. Mail | SUMSWestat1650 Research BlvdRockville, MD 20850 |

If we do not receive your response to the Menu Follow-up Report within one week, we will contact you by phone to get thisinformation. If you are providing the information to us over the phone, please have available the menus and recipes used during the week of [XX/XX/XXXX] at [NAME OF SITE].

If you have any questions about the study or how to or submit your Menu Follow-up Report, please email us at SUMS@westat.com or call us toll-free at 1-800-XXX-XXXX.

Your partnership matters to us. Thank you for helping us with this important study!

Sincerely,

The *Summer Meals Study* Team

Westat