

Attachment F: Invitation Email

FROM: XXXX@icf.com

SUBJECT: Please complete by MM/DD: National Comprehensive Cancer Control Program Assessment

Dear NCCCP Program Directors,

We are writing to ask for your participation in an online assessment ICF is conducting on behalf of CDC. As noted in the e-mail you received on DATE, the purpose of the assessment is to collect information on 1) program capacity; 2) mobilization of partnerships; 3) approach to implementation; and 4) program accomplishments.

This assessment consists of 39 questions and is expected to take no longer than 45 minutes to complete. Participation in the assessment is voluntary. ICF will store and maintain all assessment responses, without identifying information. Only aggregate information will be provided to CDC staff.

You can access the assessment by clicking [here \[Insert hyperlink with the full web address\]](#).

If you choose to participate, **please complete the assessment by DAY OF WEEK, MONTH, DAY.**

If you have any questions about the assessment, please feel free to contact NAME at E-MAIL ADDRESS or at PHONE NUMBER.

Thank you in advance for taking time to contribute your feedback to this assessment!

Sincerely,

NAME

EMAIL SIGNATURE