

Attachment G: Reminder Email

FROM: XXXX@icf.com

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

Dear NAME,

This is a friendly reminder to ask you to complete the brief assessment that ICF is conducting on the behalf of CDC. **We would appreciate your participation in this assessment by DAY OF WEEK, MONTH, DAY.**

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

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