

Attachment D – Reminder Email

Subject line:

Reminder: Shigellosis prevention and control discussion ([DATE], [TIME])

Email text:

Dear [NAME],

Thank you for agreeing to speak with us about local efforts focused on the prevention and control of shigellosis. This discussion is scheduled for [DATE] at [TIME] and the call-in information is [NUMBER]. If this time no longer works for you and you would like to reschedule the discussion, please let me know.

Kind Regards,

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