

## Attachment E — Confirmation Email

Dear <<name>>,

Thank you so much for agreeing to participate in our interview. Your participation will help us gather information and lessons learned about <<Prevention Strategy Name>>. The interview will take no more than 55 minutes to complete. We have attached the interview guide for your reference.

The interview is scheduled for <<Date>> at <<time>> <<time zone>>. Please dial into the following conference line <<phone>>, and conference ID <<conference id>>.

<<Names>> from our Program Evaluation & Translation Team will be conducting this interview.

Thank you in advance and we look forward to speaking to you soon. Please contact us with any questions or concerns you may have.

Sincerely,

Phyllis Ottley, PhD, MPH  
Behavioral Scientist  
404-498-1613  
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4770 Buford Highway NE, MS F-64, Atlanta, GA 30341-3717

**Enclosed:**  
**Guide for Program Coordinator Interview**  
**Previous Email Communications**