<First name>,

Thanks for the help!

You recently indicated that you were available to participate in an online discussion of the <species> hunting harvest reporting process to be held on <date> at <time> in exchange for a **$40 VISA gift card for your participation in the interview and a $10 VISA gift card for participating in the testing**.

Because this discussion requires that your computer have sound and video capabilities, I would like to set up a very brief online meeting with you this week to make sure that everything works correctly before the online discussion.

It should only take a few minutes and we can do the test during the day or in the early evening, which ever works best for you. Shoot me a quick note and let me know a time or two that will work for you and I’ll set up an online meeting and send you an invitation.

Thanks again for agreeing to participate. I look forward to talking with you.

Cindy

P.S. This is the contact information I have for you. Please make any necessary corrections.

Name:

Email:

Phone:

P.P.S. The tech check meeting is required to qualify for the $50 stipend.