<first name>,

You recently indicated that you were available to participate in an online discussion of <species> hunting harvest reporting 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 will be testing system compatibility in an online meeting from <insert days and time ranges of options>.

All you have to do is click this link: <insert online meeting link>

We'll chat for a few minutes to make sure your PC, phone or tablet is compatible with our system and we'll be done.

Thank you for agreeing to participate. I look forward to our chat.

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.