

Dear [participant name],

I hope this email finds you well. This is a gentle reminder to please review and complete the attached questionnaire on collaboration, and confirm your participation in a workshop that will bring together colleagues working in [zoonotic diseases, public health emergency preparedness] to discuss strengthening collaboration across sectors. Thank you again for the time you have given for this research effort, and I hope you can continue to support this study.

Please return the completed questionnaire to me at your earliest convenience, and no later than [date]. If you have any questions about the questionnaire or the workshop, I can be reached at [email/phone].

Thank you again, and I hope to hear from you soon.

Sincerely,

Shivani Dama