

Cognitive Interview Confirmation Messages

EMAIL VERSION

Dear Mr./Ms. [PARTICIPANT'S LAST NAME]:

Thank you for agreeing to participate in an interview to discuss your thoughts and opinions about a Census Bureau survey. RTI International is conducting this research on behalf of the Census Bureau.

As a reminder:

- Your interview is scheduled for [DAY], [DATE], from [START TIME] to [END TIME].
- The interviewer will meet you at [LOCATION]. [IF APPLICABLE: INCLUDE REFERENCE TO ATTACHMENT. E.G., "Please see the attached directions and parking information."]
- (IF THE INTERVIEW WILL BE CONDUCTED REMOTELY: The interview will take place on [VIRTUAL PLATFORM]. Please click on the below link at your scheduled interview time to begin the interview.)
- The interviewer's name is [INTERVIEWER NAME].

If you need to reach us before the interview, please reply to this email or call us at [PHONE NUMBER].

If you need to reach the interviewer on the day of your interview, please call [him/her] at [INTERVIEWER PHONE NUMBER].

Thank you for your participation!

SMS VERSION

Reminder: Your appointment for a research study on a Census Bureau survey is at [TIME] on [DATE] at [LOCATION]/on [VIRTUAL PLATFORM]. If you need to reschedule, please call [PHONE NUMBER].