

FOCUS GROUP FACILITY EMAIL TEMPLATES:

Confirmation:

Hello [PARTICIPANT NAME],

It was very nice speaking with you today! At your earliest convenience, please confirm receipt of this email.

You are confirmed for a 90-minute focus group on **DAY, DATE, TIME**. Please arrive 10 minutes before your scheduled time so that we can begin on time. Once your participation is complete, you will receive **\$75** in the form of a gift card as a thank you for your time.

The study will take place at The Rec Room, Good Run Research, located at 4116 W Broad St, Richmond, VA 23230. Please remember to bring your state issued ID so I can check you in.

If you have any questions, please contact me at 804-554-5499 or by responding to this email.

We look forward to your participation!

RECRUITER SIGNATURE

Reminder:

Hello [PARTICIPANT NAME],

Just a friendly reminder that you are confirmed for a 90-minute focus group on **DAY, DATE, TIME**. Please arrive 10 minutes before your scheduled time so that we can begin on time. Once your participation is complete, you will receive **\$75** in the form of a gift card as a thank you for your time.

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