

OMB No: 0910-0497

Expiration Date: 10/31/2020

Paperwork Reduction Act Statement: : According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0910-0497. The public reporting burden for this collection of information has been estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing burden, to PRStaff@fda.hhs.gov.

Dear _____:

This is to confirm you are recruited to attend a focus group on [DATE] at [TIME]. Please try to arrive 10-15 minutes before the group so that you be checked in.

The group will be held at:

[ADDRESS]

Please note that we are unable to offer childcare. [IF APPLICABLE: We will have light snacks/refreshments available before the group.]

Best Wishes,

[NAME OF FACILITY]