

Attachment 9c. Category B Case Study Confirmation Email

Dear (Health Department Point of Contact/Site-Level Contact):

Thank you for agreeing to participate in our [1.5 hours/2 hour] [telephone interview]/[interview]/[group] discussion on [date/time]. You will receive a calendar invitation within the next three days with call-in information and a copy of the [interview/group discussion] guide we will be using for the interview. You do not need to answer the guide prior to our interview. However, you might want to keep it on hand so that you can “read along” during the interview.

If you have any questions, please contact [name], [title, organization]. [Name] can be reached by email (xxx) or phone (XXX).

Thank you again for your time.

Sincerely,

Evaluation and Program Effectiveness Team
Applied Research and Evaluation Branch
Division for Heart Disease and Stroke Prevention
National Center for Chronic Disease Prevention and Health Promotion
Centers for Disease Control and Prevention