

EMAIL INTERVIEW REMINDER (1 business day before interview)

SUBJECT LINE: SBA Disaster Assistance Loan Program- Telephone Interview Reminder

Dear [NAME],

As a reminder, your interview on the SBA Disaster Assistance Loan Program is scheduled for [DATE] at [TIME] EST. At the scheduled time, the interviewer will call you at [RESPONDENT'S PHONE NUMBER].
[INFORMATION HERE ON PHONE NUMBER OF INTERVIEWER IF AVAILABLE]

Thank you very much for your participation. If you have any questions, please don't hesitate to reach out to me at [PHONE] or [EMAIL].

Thank you,

[NAME]