

EMAIL MEETING INVITE FOR INTERVIEW – SEND AS CALENDAR INVITE

SUBJECT LINE: SBA Disaster Assistance Loan Program- Focus Group

Dear [NAME],

Thank you very much for agreeing to participate in this study on the SBA Disaster Assistance Loan Program. Your focus group is scheduled for DATE at TIME [EST]. Please use the link below to join the group:

INSERT TEAMS CONFERENCE LINE

For help using Teams, please visit <https://support.microsoft.com/en-us/teams>.

If you have any questions, please don't hesitate to reach out to me at [PHONE AND EMAIL CONTACT].

Thank you,

[NAME]