

EMAIL INTERVIEW REMINDER (1 business day before focus group)

SUBJECT LINE: SBA Disaster Assistance Loan Program- Focus Group Reminder

Dear [NAME],

As a reminder, your focus group on the SBA Disaster Assistance Loan Program is scheduled for [DATE] at [TIME] EST.

[MICROSOFT TEAMS LINK AND INSTRUCTIONS HERE]

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

Thank you,

[NAME]