

## Appendix C4. PD Invitation Email Reminder

To: [PROGRAM DIRECTOR]

Subject: LHS K12 Training Program Interview Reminder

Dear [FIRST NAME] [LAST NAME]:

We would like to remind you to respond to our request to participate in an interview being conducted by 2M Research (2M) for the Agency for Healthcare Research and Quality (AHRQ). The interview aims to gain a deeper understanding of the impact of the LHS K12 training program.

We invite you to participate in an interview to help us learn about your experience as a program director supporting the LHS K12 program at your institution. The interview findings will help inform AHRQ of the work and achievements of the LHS K12 program, as well as the impact of the program from a health systems perspective.

We would like to schedule the interview in [MONTH OR DATE RANGE], although we have some flexibility depending on your availability. The interview will be approximately 1 hour and will take place over the telephone. The interview will be confidential and does not require any preparation beforehand.

Please reply to this email by [DATE] to confirm your interest in participating in the interview.

Thank you in advance for your help and cooperation.

Sincerely,

[STUDY TEAM CONTACT INFORMATION]

According to the **Paperwork Reduction Act** of 1995, no persons are 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 XXXX-XXXX. Public reporting burden for the collection of information is estimated to average 1 minute per response. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: AHRQ Reports Clearance Officer, Attention: PRA, Paperwork Reduction Project (XXXX-XXXX), AHRQ, 540 Gaither Road, Room #5036, Rockville, MD 20850.