

Appendix C7. PD Confirmation Email

To: [PROGRAM DIRECTOR]

Subject: LHS K12 Training Program Scheduled Interview Confirmation

Dear [FIRST NAME] [LAST NAME]:

Thank you for providing us with your preferred dates and times for your interview. I am writing to confirm that your interview is scheduled for [DATE] at [TIME-TIME] with a 2M Research staff member. At the time of your interview, please call into a conference line using the information below. We will send a calendar invitation with this same information shortly.

Toll-free number: [TELEPHONE NUMBER]

Conference ID: [PIN NUMBER]

Please do not hesitate to contact us at [EMAIL] if you have questions or need to reschedule your interview.

Thank you for your participation, and we look forward to speaking with you soon.

Sincerely,

[STUDY TEAM CONTACT INFORMATION]

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