

Appendix C8. PD Interview Reminder Email

To: [PROGRAM DIRECTOR]

Subject: Your Upcoming LHS K12 Training Program Interview

Dear [FIRST NAME] [LAST NAME]:

We wanted to send a friendly reminder for your interview with 2M Research (2M) scheduled for [DATE] from [TIME-TIME] regarding your participation as a program director in the Learning Health Systems (LHS) K12 training program. The call-in information was provided in a previous email and can be found in the calendar invitation.

As a reminder, your individual responses will remain private and will not be shared with anyone outside 2M. Please do not hesitate to contact us at [EMAIL] if you have questions or need to reschedule your interview. Thank you again for your participation.

We look forward to speaking with you soon!

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.