

Appendix D3. Survey Reminder Email

To: [HEALTH SYSTEMS ADVISOR]

Subject: Reminder to Complete LHS K12 Training Program Survey

Dear [FIRST NAME] [LAST NAME]:

We would like to remind you about the survey being conducted by 2M Research (2M) for the Agency for Healthcare Research and Quality (AHRQ). An email inviting you to take the survey was sent on [DATE] by survey@ahrq.hhs.gov.

Please complete the survey by [DATE].

You can access the survey at: +TOKEN_URL+

As a reminder, your individual responses will remain private and will not be shared with anyone outside of 2M.

Please do not hesitate to contact us if you have questions. If you experience technical difficulties while completing this survey, please contact the AHRQ's IT liaison, Ian Robinson, at survey@ahrq.hhs.gov. If you have questions about this study, please contact Dr. Amy Windham, the 2M evaluation director, at awindham@2mresearch.com or 703-214-1512.

Thank you so much for your participation.

Sincerely,
2M Study Team

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.