

**APPENDIX I: EMAIL TEMPLATES PROVIDING INTERVIEW  
INFORMATION, CONFIRMATION, AND THANK YOU**

*OMB Control No.: XXX  
Expiration Date: XXX*

**Email Template - Interview Information**

Dear [LIA contact(s)],

I'm looking forward to speaking with you [all of you] on [insert interview date and time] about your outreach and recruitment efforts. I have attached two documents that you may find helpful to review prior to the interview. For quick reference, I have attached the outline of the FLASH-V interview topics and example sub-topics again. This document summarizes the topics we will discuss during our call. The second document is the informed consent form that we will go over at the beginning of the call. The purpose of the consent form is to help you decide if you would like to participate in the project.

I will send you [all of you] an Outlook calendar invitation with the interview call-in information shortly. I've also included the call-in information below:

[Insert call-in information]

If you have any questions, please do not hesitate to contact me.

Thank you,

[Interviewer name and contact information]

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**Email Template – Interview Confirmation**

Dear [LIA contact(s)],

Thank you for agreeing to participate in an interview for the FLASH-V project. We look forward to talking with you on [insert date and time] to learn more about your outreach and recruitment efforts.

**[If LIA has not previously sent materials].** If your program has a website or social media account where materials related to your [home visiting program’s outreach and recruitment] are posted, can you please send us the link for these materials? If you do not have materials posted on a website or social media, or if you have materials in addition to those posted on a website or social media, would you be able to send us those materials prior to our call? These may include program brochures, flyers, or posters.

**[If LIA has not informed us whether they prefer to not have the interview recorded].** As a reminder, I am hoping to be able to record the interview so that I can be more attentive to your responses to the questions and accurately capture your responses. Please let me know today if you prefer that I not record the interview, so I can schedule to have a colleague join to take notes.

Please do not hesitate to contact me if you have any questions.

Thank you,

[Interviewer name and contact information]

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**Email Template - Interview Thank You**

Dear [LIA contact(s)],

Thank you for taking the time to speak with me to help inform the FLASH-V project. I enjoyed learning more about the processes your agency/organization uses to recruit families.

**[If LIA has not previously sent materials]**. As discussed, we are interested in receiving copies of any existing outreach and recruitment materials. If your program has a website or social media account where materials related to your [home visiting program's outreach and recruitment] are posted, can you please send us the link for these materials? If you do not have materials posted on a website or social media, or if you have materials in addition to those posted on a website or social media, would you be able to send us any those materials prior to our call? These may include program brochures, flyers, or posters.

If you have any questions about our conversation, please do not hesitate to reach out to me.

Thank you for your time and assistance, it is much appreciated.

[Interviewer name and contact information]