**Appendix A8. Reminder Email**

**Subject: Reminder – USDA School Food Purchase Study IV**

Dear [SDA Director/SFA Director]:

We recently sent you an email requesting that you [submit quarterly data on USDA Foods deliveries/complete the web-based Survey of Food Purchase Practices/submit quarterly purchase data/review the summary of your district’s quarterly food purchases and provide additional information about these purchases].

Our records show that you have not yet completed this activity. Please do so as soon as possible and not later than [insert date].

If you have any questions about the study, you may visit the study website at [www.PurchaseStudy.com](http://www.PurchaseStudy.com). Staff from our Technical Assistance Center are also available by phone (XXX-XXX-XXXX) or email ([PurchaseStudy@westat.com](mailto:PurchaseStudy@westat.com)) to provide one-on-one support. By phone, the TAC is available weekdays from 9am to 4pm EST and the message line is available 24/7, with responses provided the following business day.

We appreciate your support of this important USDA study.

Sincerely,

Westat