**Appendix B3. Study Overview Webinar Invitation**

**Subject: USDA School Food Purchase Study IV: Please register for the upcoming Study Overview Webinar**

Dear SFA Director:

We are following up on the FedEx package sent to you a few days ago about USDA’s fourth School Food Purchase Study. As stated in the letter, your participation in the study is critical to its success, as your school food authority (SFA) represents many other SFAs across the country.

Please join us on <DAY>, <DATE>, from <TIME to TIME am/pm EDT> to learn about the study. The webinar will highlight the purpose of the study and your role, outline the data collection activities and timeline, and review study resources available to support you. The webinar will be recorded and posted to the study website if you are unable to participate.

Register for the Webinar now: <REGISTRATION URL>.

After registering for the webinar, you will receive a confirmation email containing meeting logistics and a calendar invitation. A recording of the webinar will be available on the study website, shortly after the webinar. We will also post Frequently Asked Questions from the webinar on the study website.

If you have any questions about the study or the webinar, please visit the study website at [www.PurchaseStudy.com](http://www.PurchaseStudy.com). You may also email [PurchaseStudy@westat.com](mailto:PurchaseStudy@westat.com) or call the study’s Technical Assistance Center (TAC) toll-free at XXX-XXX-XXXX. 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.

Sincerely,

[FNS OR WESTAT]