

Dear Mr. John Doe:

This e-mail is to confirm our scheduled telephone call to collect your employment data for the Current Employment Statistics program on:

**Thursday, January 17, 2019** for Report Number 123456789

Please try to have your information available on this date. If you will not be available, please leave the information with a co-worker.

If you have any questions or would like to provide your data at a different time, please contact your data collection specialist:

**Jane Interviewer**

**888-999-7730 ext. 39999 (toll free)**

Thank you.



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