

Appendix B: Adult Head of Household Outreach E-mail

Dear [NAME],

Over the past few [days/weeks], we've been trying to reach you by telephone to request your participation in an interview as part of the Family Options Study. You became part of the Family Options Study between September 2010 and January 2012. Your input is very important, and we'd like to schedule an appointment to talk. The interview will last about 60 minutes, and after you complete the survey, you will receive a gift card valued at \$50 to thank you for your help with this important study.

The Family Options Study is funded by the Department of Housing and Urban Development or HUD. Researchers from Abt Associates, Inc are helping HUD with this research study. Interviewers from Abt Associates are conducting interviews to gather important information as part of this study.

I would like to schedule an appointment to complete the interview at a time that is convenient for you. Please respond to this email or call me at [XXX-XXX-XXXX]. Use this ID number to locate your record: [ABTID]. I would also be happy to answer any questions you may have about the survey.

Thank you in advance for your time and assistance with this project.

Sincerely,

[YOUR NAME]
