

## Appendix I. Thank You Email to Interview and Focus Group Participants

### Thank You Email to Interview Participants

TO: [Interview Participant name]  
FROM: [\_\_\_\_\_]   
CC: [\_\_\_\_\_]

*[Sent as a reply to initial email message.]*

SUBJECT: RE: ACF Study on Child Care and Early Education Supply-Building and Sustainability

Dear [Interview Participant name],

Thank you for participating in our research study, “Understanding Supply-Building and Sustainability Efforts of the Child Care and Early Education Market.” We appreciate you taking the time to share your perspective with us.

Please visit the Office of Planning, Research and Evaluation website for up to date information about the project, including reports and briefs summarizing key findings from our work:

<https://www.acf.hhs.gov/opre/project/understanding-supply-building-and-sustainability-efforts-child-care-and-early>

Sincerely,  
[Name]

This information collection is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number and expiration date for the described collection are OMB #0970-0356, Exp: 1/31/2027. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Urban Institute, 500 L'Enfant Plaza SW, Washington, DC 20037.

### Thank You Email to Child Care Providers and Other Strategy Recipients Who Participated in Focus Groups or Interviews

TO: [Participant name]  
FROM: [\_\_\_\_\_]   
CC: [\_\_\_\_\_]  
SUBJECT: ACF Study on Child Care and Early Education Supply-Building and Sustainability

Dear [Participant name],

Thank you for participating in our research study, “Understanding Supply-Building and Sustainability Efforts of the Child Care and Early Education Market.” We appreciate you taking the time to share your perspective with us.

Understanding the Supply Building and Sustainability Efforts of the Child Care and Early Education Market  
OMB Supporting Documents: Case Studies of Supply Building and Sustainability Strategies

To thank you, we are enclosing a link to a \$50 e-gift card [INSERT DETAILS OF GIFT CARD AND INSTRUCTIONS FOR RETRIEVING IT].

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<https://www.acf.hhs.gov/opre/project/understanding-supply-building-and-sustainability-efforts-child-care-and-early>

Sincerely,  
[Name]

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