

**ATTACHMENT 5
CONFIRMATION LETTER**

DATE

Dear PARTICIPANT NAME,

Thank you for your interest in participating in an important project. Your attendance is critical to the success of the focus group. You were specifically chosen to be a part of this study to share your opinions and to represent the opinions of others with similar backgrounds and views. Therefore, this invitation is not transferable. Your appointment is scheduled as follows:

Topic: Women, Smoking, and Reproductive Health
Date: XXXX, XXXXX xx, 2010
Time: XXX-XXX (please arrive 15 minutes early)
Honorarium: \$75 (paid at the end of the session)
Location: XXXXXXXXXXXXXXXxxx
XXXXXXXXxxx
XXXXXXXXxxx
(Please report to: XXXXXXXXXXXXXXXxxx.
Look for NAME OF RECRUITING FIRM signs)

Please arrive no later than XXXX for registration. If you arrive late, you may not be admitted. If you find that you are unable to keep your appointment, please call us at xxx-xxx-xxxx at least 24 hours in advance of your scheduled meeting.

Incentive information: You will be paid \$75 for participating the entire 1 1/2 hours.

Parking information: XXXXXX

Note: Please bring this letter and a picture ID with you. If you wear reading glasses, please bring them with you. We look forward to seeing you soon.

Thank you,
NAME OF RECRUITING FIRM
xxx-xxx-xxxx