

ATTACHMENT 4D: REMINDER LETTER/EMAIL

[Date]

Dear [name],

Thank you for agreeing to participate in our study on health-related topics. Here are details to remind you where and when to appear for the interview session. The session will take about an hour and a half. Adults will receive \$75 and teenagers will receive \$50 as a token of gratitude for your participation in the study.

**DATE:** XX/XX/XXXX

**TIME:** XXpm

**LOCATION:** [Address of Rockville or Frederick facility]

**Directions and a map are enclosed/attached.**

Kindly allow enough time for travel so that we may begin on time. [Rockville: There will be designated parking spaces marked "IDEA Services Cognitive Testing" in the Conference Center Parking lot. Someone will meet you in the lobby of the 1600 building.]

If you need further information, please call me at the office (301) XXX-XXXX.

We look forward to seeing you and thank you in advance for your assistance.

Sincerely,

[Westat staff]