

**Appendix D.2**  
**Sample Reminder Email for WIC Participant Certification Data**

**Study of WIC Food Package Costs and Cost Containment**  
**Appendix D.2 Sample Reminder Email For WIC Participant Certification Data**

OMB Number: 0584-XXXX  
Expiration Date: XX/XX/XXXX

Dear [WIC DATABASE ADMINISTRATOR],

This is a reminder that the data submission for the [MONTH YEAR] WIC administrative certification data is due on [DATE].

Submission of the [MONTH YEAR] certification data is to be completed using Insight's FTP system. You can access the system by using the following link: [FTP LINK]

Your FTP username and password were sent to you via email on [DATE].

If you have any questions, please contact us via email at [EMAIL] or by phone at [PHONE NUMBER].

Sincerely,

[PROJECT MANAGER NAME]  
WIC Certification Data Project Manager

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-XXXX. The time required to complete this information collection is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*