

Attachment I: Telephone Reminder Email

Subject Line: Reminder: CDC NOFO feedback discussion ([Date and time])

Body:

Dear [Name],

Thank you for agreeing to speak with us about your experiences developing an application for [NOFO number and title]. This is a friendly reminder that this discussion is scheduled for [Date and time]. The call-in information is [Call-in number and passcode]. Please let me know if this time is no longer convenient for you.

Thank you for your participation in our assessment. Please do not hesitate to contact me if you have any questions or concerns.

Best regards,

Corinne Fukayama

Program Performance and Evaluation Office

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