

Email for Qualifying Participant

Subject line: Food Labeling Focus Group

Hello _____,

Recently you completed an online questionnaire to participate in an online focus group for FDA to share your opinions about information on the food label. You have been selected to participate!

You will be one of 4 to 6 participants in the group and the discussion will last approximately 90 minutes. The discussion will be video- and audio-recorded, and also observed by members of the research team. Your participation and everything you say during the discussion will remain secure to the extent permitted by law and your personal identifying information will not be included in any reports. At the end of the focus group, you will receive an email with a \$75 Amazon gift card as a token of appreciation for your participation.

The focus group will take place on (Day), (Date), at [X:00 or X:00 p.m.] virtually on Zoom. Are you still interested in participating in this focus group?

If you have any questions, please contact me at [contact information].

Sincerely,

Confirmation Email for Qualifying Participant (Reply to the original email)

Thank you for agreeing to participate! The focus group will take place on (Day), (Date), at [X:00 or X:00 p.m.] virtually on Zoom. You will receive an invitation with the Zoom link, please accept or add this to your calendar. I will send another email to confirm you have received this. Within 1-2 days after the of the focus group, you will receive an email with a \$75 Amazon gift card as a token of appreciation for your participation.

Attached to this email is the informed consent. The moderator will review this and answer any questions you have before the focus group begins. The moderator will ask for your verbal consent before beginning the focus group.

If you have any questions or need to reschedule or cancel, please contact me as soon as possible. Thank you again for your time. We look forward to seeing you!

Thank you,

Zoom Link Email

Subject line: Food Labeling Focus Group

Hello _____,

I am emailing you to confirm that you have received the Zoom invitation for the focus group on (Day), (Date), at [X:00 or X:00 p.m.] Please contact me if you did not receive the email invite.

Thank you,