Option 2: Second Reminder

**To:** Non-Respondent EMS Agencies

**Suggested Subject Line:** Participation Requested in State Quality Improvement Effort

Note: The information above is purely for guidance and must be deleted before using this Word document for the mail merge! Only the images and the information below should be used for the message in the body of the email sent to your agencies.

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| --- | --- |
|  | |
| Dear [Name],  Recently, we sent you an invitation to complete a brief questionnaire regarding the capabilities of your agency to treat ill or injured children. If you have already completed the assessment, please accept our sincere thanks for your time and effort.  If you have not completed this questionnaire, we would like to urge you to do so at your earliest convenience. The responses we have received so far have been quite informative, but the success of this quality improvement effort relies on the generosity of all agency administrators like you. **To access the questionnaire, simply click on the link below and follow the instructions:**  [emscsurveys.org](http://www.emscsurveys.org/)  Your timely response is very important as the information collected will help us identify areas for improving emergency care for ill or injured children in [State] and across the country. Please feel free to reach out to us using the contact information below should you have any questions. | |
| Sincerely,  EMSC State Manager Name  Title  Organization  Email  Phone | Insert NEW EMSC state logo here if desired. |