|  |
| --- |
| Company Name |
|  |

Date

[First Name] [Last Name]  
[Address]  
[City, ST Zip]

Dear [First Name],

Thank you for agreeing to participate in our upcoming Focus Group. The Focus Group will meet at our office and is scheduled on:

**[Date]  
[Time]**

Our office is located at, [your address]. I have included a map to our office on the on the back of this letter.

Please dress comfortably. The Focus Group will meet for approximately one hour. Again, you will simply be asked to fill out a survey ranking subjects from 1-5 in level of most important to least important as they apply to household finances. We will make light snacks and beverages available. I hope the $50.00 will compensate you for your time and effort.

If you have any questions regarding our meeting, please let me know. I look forward to seeing you on [Date] at [Start time].

Sincerely,

[Advisor Name]