# Reminding a participant of a session email template

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| Participant reminders can help reduce the likelihood of no-shows. When we organise a session in advance, we remind participants of their session the day before.  This template contains sample wording and guidance on what to include. Check and update any [text in square brackets].  [Browse our collection of user research templates and guides](https://github.com/essexcountycouncil/ur.templates-and-guides/)  [Give your feedback](https://forms.office.com/r/kCKSzv91SP) and help us improve this template. |

## Email template

**Subject line**: Reminder: research session [tomorrow or the day of the week]

Dear [first name],

Thank you for agreeing to take part in research at the council. We look forward to meeting you [tomorrow or the day of the week].

If you have not already done so, please fill in the <consent form> [link to the consent form].

**Date:** [Monday, 4 March 2021]

**Time:** [6.30pm to 7.30pm]

**Place:** [Link for online meeting or the physical location]

[We will be meeting online using Microsoft Teams. You do not need to have this software installed beforehand.]

If you are unable to take part, please contact us so we can reschedule your session.

We look forward to meeting you soon.