Hello [parent first name],

[Name of Stabilization Services provider agency] has contacted us regarding your recent conclusion of Stabilization Services.

The services include a discharge interview to ask questions about your experience. The information provided will be used to understand how services have impacted you and your family, including ways that you feel services could be improved for other families. Information will be kept confidential. Your name and other identifying information will be removed from any comments you provide.

Following the interview, which should take approximately 30 minutes, you will receive a **$30 electronic gift card** for your participation.

The interview can be conducted by phone, videoconference (skype), or in person at a time that is convenient for you, including evenings or weekends. When you entered services, you said that you preferred to conduct the interview [list whatever method they said that they preferred]. Is that still your preference?

What works best for your schedule?

Thank you,

Interviewer name and contact information