From: Lobdell, Danelle
To: Bollweg, George; Nash, Carlton; Tyson, MaryPat
Subject: RE: participant letters
Date: Wednesday, April 03, 2013 2:17:00 PM

Thank you George.

Danelle

Danelle T. Lobdell, Ph.D., M.S.
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From: Bollweg, George
Sent: Wednesday, April 03, 2013 2:10 PM
To: Nash, Carlton; Tyson, MaryPat
Cc: Lobdell, Danelle
Subject: FW: participant letters

Hi Danelle – a minor comment on the last sentence of the letter: because the letter is from Rosemarie, stating "… Dr. Bowler will be available to respond…" sounds a little less personal (at least to me) than "…I will be able to respond…).

I'm copying my managers Carl Nash and MaryPat Tyson in case they have other suggestions.
thanks

From: Lobdell, Danelle
Sent: Wednesday, April 03, 2013 12:56 PM
To: Bollweg, George
Subject: participant letters

Hi George,

Attached is the draft letter to go out to participants. Can you take a look? I did put in a line about sending them notification about the rescheduled meeting. Do you think there is anything in this letter that will cause your managers heartburn? If you need to share, go ahead. We need to send these letters out to participants by tomorrow afternoon (that is when Rosemarie will have her students availability to help her since she can't really see well).

Thanks,

Danelle

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