



**Check.  
Change.  
Control.®**

**Email Templates** – below are some sample emails to use to contact your participants. You can edit to insert your name, contact information, date and include additional updates to participants.

**Message 1: Beginning of first week**

**SUBJECT:** Reminder to upload your blood pressure reading

Dear (Participant):

Thank you for your participation in the Check. Change. *Control.*® program. The first step in managing your blood pressure is monitoring your blood pressure on a regular basis. Please upload at least one blood pressure reading using your online tracker by (MM/DD/YYYY). If you have any questions or problems uploading your blood pressure readings, please contact me at (CONTACT INFO). For more information on blood pressure, go to: [www.heart.org/hbp](http://www.heart.org/hbp)

Sincerely,

Name

Volunteer Health Mentor

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**Message 2: Beginning of the second week**

**SUBJECT:** Reminder to upload your blood pressure reading this week

Dear (Participant):

Please be sure to upload your blood pressure reading using your online tracker by the end of this week (MM/DD/YYYY). If you have any questions or problems uploading your blood pressure readings, please contact me at (CONTACT INFO). For more information on blood pressure, go to: [www.heart.org/hbp](http://www.heart.org/hbp)

Sincerely,

Name

Volunteer Health Mentor

**Message 3: End of second week**

**SUBJECT:** Please upload your blood pressure reading today

Dear (Participant):

Please upload your blood pressure reading using your online tracker by the end of the day (MM/DD/YYYY). If you have any questions or problems uploading your blood pressure readings, please contact me at (CONTACT INFO).

For more information on blood pressure, go to: [www.heart.org/hbp](http://www.heart.org/hbp)

Sincerely,

Name

Volunteer Health Mentor

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**Message 4: Missed reading**

**SUBJECT:** Please upload your blood pressure reading as soon as possible

Dear (Participant):

Please upload your blood pressure reading using your online tracker as soon as possible. I will be contacting you shortly to see if there is anything I can do to help you upload your blood pressure reading. If you are having difficulty uploading your readings, you can contact me directly at (CONTACT INFO).

For more information on blood pressure, go to: [www.heart.org/hbp](http://www.heart.org/hbp)

Sincerely,

Name

Volunteer Health Mentor

**Message 5: Thank you for uploading your reading**

**SUBJECT:** Your blood pressure has been successfully uploaded to Heart360®

Dear (Participant):

Congratulations! You have successfully uploaded your blood pressure to your online tracker. Keep up the good work.

For more information on blood pressure, go to: [www.heart.org/hbp](http://www.heart.org/hbp)

Sincerely,

Name

Volunteer Health Mentor