

{date}

{name}
{street address 1}
{street address 2}
{city, state, zip}

Dear {name},

Thank you for participating in our research project *"Share Thoughts on Breast Cancer."* We appreciate your time.

We recently received your questionnaire in the mail. Upon review, we noticed a few problems with the questionnaire.

The questionnaire contains incomplete responses. We ask that you respond to the item(s) highlighted in yellow or verify that you intended to leave the response(s) incomplete. You are free to skip any question(s)/item(s) that you prefer not to answer.

If you should have any questions about this letter, the questionnaire or the items we have asked you to review, please contact Nick Rudzianski at nicholas-rudzianski@uiowa.edu, 319-335-9783 or toll-free 866-520-8983. We would be pleased to speak with you to make sure that your responses on the questionnaire are complete and accurate.

When you are finished and are satisfied with the changes you have made, please return questionnaire pages in the enclosed postage-paid envelope.

Again, thank you for your contribution to our study. The time and effort you have taken to volunteer are greatly appreciated.

Sincerely,

{Name of site study PI}
{Title and academic affiliation if relevant}
{medical center name}

{Name of institutional official, if required}
{Title}
{Institution}

My contact information for questions about the study:

e-mail:

telephone:

