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| HBM4EU TASK 7.5 TEMPLATE |
| Reminder Letter |
| for reminding invited people to express their interest in participating in HBM4EU studies |

***INSTRUCTIONS ON HOW TO USE THIS TEMPLATE***

*This is a template, which can be used to develop a letter to remind people to express their interest in participating in HBM4EU surveys. You may introduce changes, as required by the study design and national requirements. To use this template, change the red text with appropriate wording and delete all brackets / instructions.*

***Encoding of task 7.5 templates***

*The templates prepared by task 7.5 are given an acronym, shown in the footer, which denotes the type, version, year of last revision and follows the key:*

*TYPE: RemL = Reminder Letter*

*TARGER AUDIENCE: AD = Adults*

*VERSION: Vxx = Version No.*

*DATE OF LAST REVISION: DD-MM-YY*

[Institute Name]

[Institute Address] Email: [Responsible person]

Tel.: [of responsible person]

FAX: [of responsible person]

[Mr. / Ms. First Name Last Name, Title]

[Company Name]

[Street Address]

[Town/City POSTCODE]

 Date [Day Month, 20XX]

Prospect Code [xxx]

**Reminder about your invitation to participate in the HBM4EU study [specify]**

Dear [Addressee]

Last [specify time], you received an invitation to participate in the HBM4EU research study. The information you can provide by participating will be used to support policies for protection public health from exposures to harmful chemical pollutants. You can also learn about your personal exposure to chemical pollutants and ways to reduce it.

We hope that despite your very busy schedule, you have had sufficient time to consider the invitation to participate in the HBM4EU study.

Should you choose to participate then complete and return the green reply card entitled “I want to participate”.

If you are not interested in participating in this study, then please complete and return the orange reply card entitled “I do not want to participate”.

We look forward to receiving your response by [specify date ].

If you have any further questions, please contact us using the details provided above or visit our website: <https://www.hbm4eu.eu/the-project/>

Yours sincerely,

[Name Country’s Leader].