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| HBM4EU TASK 7.5 TEMPLATE |
| Letter of thanks |
| for thanking people who expressed interest in participating in HBM4EU studies, but cannot be accepted  |

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

*This is a template, which can be used to develop a letter for thanking people who expressed an interest in participating in HBM4EU surveys but are ineligible or the upper limit of participants has been reached. 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: ThaL = Thank you Letter*

*TARGER AUDIENCE: AD = Adults*

*VERSION: Vxx = Version No.*

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

[Name of responsible person]

Institute Name

Institute Address Email: Responsible person

 Tel.: of responsible person

 FAX: of responsible person

 Date [XX Month 20YY]

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

[Company Name]

[Street Address]

[Town/City POSTCODE]

Prospect code: [xxxxx]

**Thank you for expressing an interest in the HBM4EU study!**

Dear [Addressee],

Thank you for your interest to participate in the HBM4EU survey [specify]. Because of volunteers like you, we can look forward to creating a healthier future in [your country / Europe]. This survey aims to investigate the exposure of a specific segment the population in [your country] and other countries to [specify chemical pollutants]. To ensure the usefulness of the results of this survey, the people who participate must meet the following profile:

[Specify criteria]

Unfortunately, on this occasion you did not meet the inclusion criteria due to [xxx], [xxxx]. We hope this does not deter you from agreeing to participate in future studies.

Thank you again for choosing to make a difference through volunteering to participate. You can still be a part of our community, by following the progress of HBM4EU and learning how it is helping to protect people from harmful exposures to chemical pollutants. You can do so by visiting our webpage, <https://www.hbm4eu.eu/>, which will be regularly updated.

Yours sincerely,

[Study leader]