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| Task 7.5 Template |
| Reminder Letter |
| For reminding participants about keeping their appointment |

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

*This is a template, which can be used to develop a letter for reminding participants in HBM4EU studies about keeping their appointment with the fieldworker. 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

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

[Company Name]

[Street Address]

[Town/City POSTCODE]

Date [XX Month 20YY]

Prospect code: [XXX]

Participant Code [xxxx]

**Reminder about your HBM4EU study appointment and pre-visit instructions**

Dear [Addressee],

We would like to remind you that your appointment [at the Examination Centre located at [address] / your home / other venue] is on the [Date] at [Time].

Please consider the following information, in preparation for your appointment:

You are welcome to ask any questions you may have by contacting us at the contact information above or by discussing them with our team member on the day of your appointment.

**Consent form:**

[Make sure to give clear instructions to participants about when they will complete the consent form and how to return it to the research team, in order to avoid confusion across the different study materials. Adjust the following (and other materials) according to study plan:

We can proceed with your appointment only after having your written consent to participate in the study. Give clear instructions on when the participant must complete the form and how to return it, e.g.

Please bring the two copies of the consent forms with you during the visit. Make sure you have read them carefully and entered your initials at the end of each clause and signed the form. You will retain the one copy for your records and we will retain the second copy for our records. Without the signed consent form the interview cannot proceed so please complete them prior to arrival for your appointment.

Adjust according to the study plan: **Collection of morning urine on the day of your appointment**:

We have enclosed [urine] container(s) and an instruction leaflet on how to provide the [urine] samples. Please fill in the enclosed container(s) with your first urine sample on the morning of the day of your appointment. You will give your sample to our research team during your appointment.

We remind you that you can find detailed information on what will happen during and after your appointment in the “Information for participants” leaflet we provided you with. You may also find this information online at [specify exact link].

Thank you for taking part in the HBM4EU study.

Yours sincerely,

[Name Country’s Leader].