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| HBM4EU TASK 7.5 TEMPLATE |
| **INVITATION LETTER** |
| for inviting people to participate in HBM4EU population surveys |

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

*This is a template, which can be used to develop a letter for inviting people to participate 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 in italicized blue text.*

***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: InvL = Invitation 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

Prospect code: XXX

Date XX Month 20XX

Mr. / Ms. First Name Last Name

Street Address

Town/City POSTCODE

**Invitation to join the human biomonitoring study HBM4EU**

*[Include a personalized introductory message to make the information relevant to your audience, to get their attention and interest to read on. Be accurate and not overpromising]*

Let’s create a healthier future together, by preventing exposures to harmful chemicals /

Let’s improve our health by preventing exposures to harmful chemicals *]*

Dear Mr. / Ms. [*Last Name],*

We would like to invite you to take part in HBM4EU (Human Biomonitoring for Europe), a study which aims to investigate people’s exposure to [environmental chemicals]. In [your country], the [Ministry of (country’s) (Program Owner)] is responsible for leading this study.

Your participation is vital and will help to control people’s chemical exposure nationally and across Europe through laws and interventions. By engaging with participants like you, HBM4EU will help to raise awareness among the public and promote actions to prevent exposures to harmful chemicals.

You have been randomly selected to participate, together with [XX] European citizens from [YY] different European countries. Representativeness and usefulness of the results of the study will depend on people we contact to get involved. It will take [XX] of your time to provide [samples] and complete a questionnaire. Your participation is voluntary and you can opt out at any time.

Your personal information and samples will be coded and anonymized to protect your privacy. You can find out more about the study by reading the enclosed leaflet or the webpage XXX.

Please complete and return the appropriate enclosed reply card by [insert date] to confirm/refuse participation.

Please do not hesitate to contact us should you have any concerns or wish to discuss further.

Thank you for your time. Without your participation, we cannot succeed in creating a healthier future for everyone in Europe.

Yours sincerely,

[Title and Name of the Principal Researcher]

[Signature of responsible person]