[Insert Date]

Dear [Insert participant’s name],

The [insert study name] team would like to thank you for participating in this research study, which [describe study purpose].

We look forward to seeing you in the clinic for the next [in study duration].

In your study folder, you will find the following items: [What materials are you providing the participant? Explain the purpose of each document. Examples below.]

* A study flyer and brochure with high-level information about the study
* A calendar of activities to help guide you through your study participation
* Study-relevant handouts/FAQs (e.g. “FAQ”) to provide you with additional information about research participation and study activities
* A copy of your Informed Consent Form (ICF) for your records
* A study wallet card to keep on your person throughout the study
* A physician notification letter to inform your doctor of your study participation

If you experience difficulties arranging transportation for your study visits, please let us know and we will do our best to assist you.

[*Optional*: Please note that you will be provided a stipend of $X on your <insert which visits> to assist with your participation.]

If you have any questions or concerns at any point in the study, please do not hesitate to contact us.

[Site coordinator name] [Site investigator name]

[Title] [Title]

[Phone] [Phone]

[Email] [Email]

From all of us on the [name of study] team, we thank you for your participation and contribution to Parkinson’s research. It is through your participation and others like you that research for a cure is possible.

Sincerely,

[Name]

[Title]