[Insert Date]

[Insert Participant Name]

[Insert Participant Address]

Or

[Subject line: Results from the <Insert Study Name> Study]

Dear [Insert Participant Name],

Thank you for your commitment to the [insert Study Name] study. As a reminder, the objective of the [insert Study Name] study was to [explain the study objective in a one to two sentences using a 6th-grade reading level].

The study team has now analyzed the data collected and published the findings in [insert Journal Name]. Please find a summary of the study results [below or on this website and provide a link].

[Explain the study findings in no more than five sentences using an 8th-grade or below reading level.]

Your participation in this study was essential to uncovering these findings.

*[If results are positive or inconclusive*, describe next steps for this research and/or a way for participants to remain informed whether that be a follow-up letter or updates to the study website.

[*If results are* *negative*, explain how the study findings helped to advance [insert research area] research, and with these results, researchers can now turn their attention to exploring other treatments or biomarkers for [insert research area] disease.]

We appreciate your dedication to advancing [insert research area] research. [*Optional:* If you are interested in participating in other studies, [insert research area] research opportunities may be found on www.<Insert>.]

Please do not hesitate to contact me with any questions or concerns. Thanks again for your time and dedication to advancing [insert research area] research.

Sincerely,

[Site Contact Name]

[Contact Phone]

[Contact Email]