[Insert Date]

[Insert Physician’s Name]

[Insert Physician’s Address]

Or

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

Dear Dr. [Referring Physician’s Name],

Thank you for your patience as we analyzed the data from the [insert Study Name] study. As a reminder, the objective of the [insert Study Name] study was to [describe the study objective in one to two sentences].

We have now published the findings in [Insert Journal Name]. Please find a summary of the study results [below or on this website and provide a link.] [If the results are on an open access journal, include a link to the publication for physicians who wish to read beyond the summary.]

[Explain the study findings in no more than five sentences.]

Your work on this study was essential to uncovering these findings.

*[If results are positive or inconclusive*, describe next steps for this research and how an interested physician can remain informed about any future studies.]

[*If results are* *negative*, explain how the study findings impact [insert research area] research and any new questions that may have arisen from this research.]

If you have any questions or concerns, please do not hesitate to contact [insert study team contact] at [insert phone and email]. Thank you for your time and dedication to advancing [insert research area] research. I hope we will have the opportunity to collaborate again in the near future.

Sincerely,

[Site/Principal Investigator Name]