Dear *[potential subject’s name]*,

My name is [*PI’s name*], and I am a *[PI’s position/title]* from *[PI’s institution]*. I am writing to invite you to participate in a research study about *[research topic]*. Your physician, *[name of subject’s physician],* and/or a member of your clinical care team indicated that you may be able to participate in this research study because *[explain why the subject is/may be eligible]*.

The purpose of the research is *[explain in one sentence]*. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participation in research is voluntary. You can choose to be in the study or not. If you’d like to learn more about this study, please contact *[study contact’s name]* at *[phone number and/or email address]*. If you do not wish to learn more and do NOT want to be contacted about this study, please call *[phone number]* or email us at *[email address]*.

Thank you for your time and consideration.

Dear *[potential subject’s name]*,

My name is [*PI’s name*], and I am a *[PI’s position/title]* from *[PI’s institution]*. I am writing to invite you to participate in a research study about *[research topic]*. Your physician, *[name of subject’s physician],* and/or a member of your clinical care team indicated that you may be able to participate in this research study because *[explain why the subject is/may be eligible]*.

The purpose of the research is *[explain in one sentence]*. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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