

Ohio's State Opioid and Stimulant Response (SOS) Grant

Example of Follow-up Reminder Letter

[Project Name and Logo]

[Date]

Dear [Name],

You may recall that [six months ago, a year ago], [Name of your project] interviewed you as part of a health study. At that time, you expressed willingness to participate in our project follow-up.

[Name of your project] is scheduling follow-up interviews and would like to arrange for you to participate.

In appreciation for your time and effort, you will receive a \$30 gift card for participating in the follow-up interview. We can set up appointments during days, evenings, or weekends. Please call us toll-free at [fill in number] or if you prefer, call collect at [fill in number] to schedule an interview at a day and time most convenient for you.

As always, the information you provide is completely confidential. [Name of your project] is committed to protecting the privacy of the personal information we collect during the health study. We can only use your information for evaluation purposes and, if you wish, we can provide a legal statement that guarantees your right to privacy.

You have made an important contribution to our project, and we look forward to hearing from you.

Sincerely,

[Include the names of everyone who will be answering the project phones]

Source: SAMHSA. [Staying in Touch: A Fieldwork Manual of Tracking Procedures](https://ohiososevaluation.org/sites/grc_opioid_response/files/SAMHSA_Staying%20in%20Touch%20Manual_Third%20Edition.pdf) (Third Edition). Ref-604. Rockville, MD: SAMHSA, 2016, p. 161. Available at: https://ohiososevaluation.org/sites/grc_opioid_response/files/SAMHSA_Staying%20in%20Touch%20Manual_Third%20Edition.pdf.