

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

Example Thank You and Reminder Letter

[Project Name and Logo]

[Date]

Dear [Name],

Thank you for participating in the [Name of your project] health study. We enjoyed talking with you and look forward to meeting with you again.

We are writing to remind you that your follow-up interview is set for [Month, date, year]. As we discussed, when you come in for the interview, [Name of your project] will provide you with a \$30 gift card in appreciation for your time and effort. Remember, we want to talk to you about anything that has happened in your life since our last interview.

If your address or telephone number changes or if you need to reschedule the interview, please call us soon so that we can stay in touch. You can call us toll-free at [fill in number] or if you prefer, call collect at [fill in number]. You can also stop by our office Monday through Friday from [open time] to [close time].

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. 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. 160. Available at: https://ohiososevaluation.org/sites/grc_opioid_response/files/SAMHSA_Staying%20in%20Touch%20Manual_Third%20Edition.pdf