

November 26, 2013

Ms. «motherfirstname» «motherlastname»  
«address1»  
«address2»  
«city», «state» «zip»

Dear Ms. «motherlastname»:

(INSERT TIME PERIOD, e.g. A few months ago), we contacted you by phone regarding the Birth Defects Study To Evaluate Pregnancy exposureS (BD-STEPS) that is being conducted by <state grantee> and the Centers for Disease Control and Prevention. You told our interviewer then that you preferred not to participate at that particular time.

We are hoping that you might choose to take part in this important study now. One of our interviewers will call you within one to two weeks to see if this is a good time for you to take part in the study. Enclosed is a Fact Sheet with more information about how the study works.

If you would like to schedule a time for us to call you, please email us at [BD-STEPS@abtassoc.com](mailto:BD-STEPS@abtassoc.com) or call us toll-free at 1-888-743-7324. Our interviewing hours are <Monday-Friday 9am – 9pm, Saturday 10am – 4pm, and Sunday 5pm – 9pm EST **adjust times for appropriate time zone**>. We can also schedule an appointment outside of those hours. Please contact us if you prefer not to take part in this study.

We hope you will make the choice to participate in this important study. If you have any questions, please do not hesitate to email or call us.

Thank you!

**[Insert PI name and local contact information]**

Enclosure