

July 1, 2013

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

Dear Ms. «motherlastname»:

Recently, we sent you information about the Birth Defects Study To Evaluate Pregnancy exposureS or BD-STEPS. We have not received a response from you, and we have not been able to reach you by phone.

We would like to give you the opportunity to hear more about this important study. We would also like to answer any questions that you might have about the study.

Would you let us know if we have the right phone number for you?

On the enclosed form, please fill in your name, the best telephone number for you, and the best times and days to call you. You can return the form in the enclosed, pre-addressed stamped envelope. It would be helpful for us if you could return this form within 14 days of the date of this letter.

If you have any questions, you may call [insert local contact number]. Thank you.

Sincerely,

[insert local PI name and contact]

Enclosure