**EXAMPLE OF ADVANCE LETTER**

[*Date*]

Dear [*Name*],

You may recall that [*six months ago, a year ago*], you were interviewed as part of a health

study. At that time, you expressed interest in participating in a follow-up evaluation study.

[*name of your organization*] is now setting up interviews for the follow-up and would like to

make arrangements with you to participate in our evaluation study.

You will receive a gift certificate for $30 for your participation in our evaluation study. We

can set up appointments during days, evenings, or weekends. **All you have to do is call**

**us TOLL FREE at 1-800-123-4567 or Collect at 310-123-4567 to make arrangements**

**for an interview.** You have made an important contribution to our evaluation study and we

look forward to hearing from you.

As always, the information you provide is completely confidential and will be used for

evaluation purposes only and cannot be used for any other purpose. If you wish, we can

also provide you with a legal guarantee of your privacy.

Sincerely,

[*include the names of everyone who will be*

*answering the evaluation project phones*]