**EXAMPLE OF BEST CONTACT LETTER**

[*Date*]

Dear [*Name*],

[*name of your organization*] is trying to get in touch with [*Name*], who was part of a health

study conducted [*six months ago, a year ago*]. At the time, [Name] expressed interest in

participating in a follow-up evaluation. [*He, She*] also left your name as a way to reach [*him,*

*her*] in case we lost contact.

We are writing to you because we are now in the process of setting up follow-up interviews

and would like [*Name*] to participate. A letter for [*him, her*], in care of you, will be mailed to

your address for you to give [*him, her*]. **[*Name*] will receive a $30 gift certificate for**

**participation.** The interview is completely confidential and will take place over the phone.

Evening and weekend interviews are also available.

**If you can give this person a message or help us get in touch, please call our office**

**TOLL FREE at 1-800-123-4567 or Collect at 310-123-4567.**

It has been [*six months, one year*] since we last spoke to [*Name*] and we would like to get

in touch with [*him, her*]. However, if you don’t know how to get in touch with [*Name*], please

call the above number and let us know so we can remove you from our contact list.

Your help is greatly appreciated.

Sincerely,

[*include the names of everyone who will be*

*answering the evaluation project phones*]