**EXAMPLE OF RESIDENT LETTER**

[*Date*]

Dear Resident,

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

health study conducted [*six months ago, a year ago*]. At that time, [*Name*] 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 [*Name*] to participate in our evaluation study. **[*Name*] will receive**

**a $30 gift certificate for participation in the evaluation interview.**

**If you can give [*Name*] a message or help us get in touch, please call us TOLL FREE**

**at 1-800-123-4567 or Collect at 310-123-4567.** We are open Monday – Friday, between

8:00 a.m. and 6:00 p.m., or you can leave a message any time, 24 hours a day.

As always, any information provided to us is completely confidential and will be used for

evaluation purposes only and cannot be used for any other purpose.

Thank you for your help.

Sincerely,

[*include the names of everyone who will be*

*answering the evaluation project phones*]