

## Sample Subject Recruitment Letter

**Note: This letter is provided as a general sample. The contents of your letter should be adjusted as needed for your particular study. Important points: (1) Principal Investigator should be named. (2) Letter says how patient's name was obtained. (3) Basic study purpose, procedures, and time commitment should be described. (4) Name and phone number to call for questions and enrollment must be provided. (5) Letter makes clear that participation is voluntary. (6) Letter should be signed by someone already involved in the patient's care.**

Date

Patient Name  
Address 1  
Address 2

Re: A Research Study You May Be Interested In

Dear Mr/s. Name:

Two researchers at UCSF, Drs. \_\_\_\_\_ and \_\_\_\_\_, are studying \_\_\_\_\_.

A review of your medical records suggests you might be eligible to participate in this study. Participation will involve \_\_\_\_\_ [describe basic study design from subject point of view: e.g., being randomly assigned to take one of two treatments for a disease, one of them experimental; being randomly assigned to take an experimental medication for treatment of a disease or a placebo; spending two weeks in bed at the General Clinical Research Center at UCSF having blood drawn every three hours] \_\_\_\_\_. Study participation will last for \_\_\_\_\_ [number of days, weeks or months] \_\_\_\_\_ and will involve at least \_\_\_\_\_ visits to the researchers' office.

If you may be interested in participating in this study or have questions, please call Dr. \_\_\_\_\_ at \_\_\_\_\_ [phone number] \_\_\_\_\_. No one will call you about the study unless you call them first.

Participating in research is voluntary. It won't affect your treatment at \_\_\_\_\_ [site at which patient is being treated] \_\_\_\_\_ if you decide not to call about the study or decide not to participate.

Sincerely,

\_\_\_\_\_ [Name of patient's physician]