

Study number

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Dear «Merge Record #»

We wrote to you previously because << *participant's name*>> of << *participant's address*>> had agreed to take part in a research study and had nominated you as her 'best contact'.

The reason why we are contacting you now is that we have been unable to contact << *participant's name*>>. We would therefore be very grateful if you could help us by completing the attached 'best contact form' and returning it in the envelope provided.

Please do not hesitate to get in touch with us if you have any queries in relation to this letter and/or the best contact form.

Many thanks for your help.

Yours sincerely

Trial Manager