<Date>

<Patient Name>

<Patient Address>

<Patient City, State, Zip>

Dear <Ms./Mr. Patient Last Name>,

This letter is to let you know that you might qualify for a research study because of your diagnosis of <cancer type/condition> in the past <X> years.Your participation is voluntary. Your healthcare will not be affected if you decide not to participate.

## **Research Study Details**

Researchers at <name of institution> in <city, state> are studying <description>. The study is called <name of study> and is sponsored by <sponsors>. The purpose is to <study purpose>.

The enclosed brochure provides more information about the study.

## **How We Got Your Information**

We received your name, address, and phone number from the Texas Cancer Registry (TCR), a state program that collects and maintains information on cancers diagnosed and treated in Texas. We did not pay or compensate the TCR for the data.

The enclosed handout “How Did You Get My Name?” provides more information about the TCR and how we received your information.

**What Happens Next**

In the next few weeks, a member of our staff will call you to discuss the study. If you agree to be participate, you will provide consent for us to <describe actions>. Afterward, we will contact you in <timeframe> to complete the rest of the study, including <actions taken by patient> over <expected duration of participation>.

<Add more study details, as necessary.>

The known risks of participating are <list risks, or state that there are no known risks>. Any information you give the researchers will be kept confidential, and you can stop participating in the study at any time.

If you don’t want to participate in this study, you don’t need to do anything.

## **Your Rights**

If you don’t want to be contacted for research studies that use information from the cancer registry, please contact the TCR by email, CancerData@dshs.texas.gov, or call 1-800-252-8059 (in Texas) or 512-776-3080.

If you have questions about your rights as a research participant, please contact the Department of State Health Services (DSHS) Institutional Review Board Administrator by email, InstitutionalReviewBoard@dshs.texas.gov, or call 512-383-6975.

## **Para las Personas que Hablan Español** (include this section if study materials are only available in English)

Esta es una invitación para participar en un estudio de investigación sobre el cáncer. Su decisión de participar o no de ninguna manera afectará la atención médica que reciba. Toda la información se mantiene estrictamente confidencial y está protegida por la ley. El equipo de investigación recibió su nombre del Registro de Cáncer de Texas, un programa del Departamento Estatal de Servicios de Salud (DSHS) de Texas, después de haber recibido la aprobación de la Junta de Revisión Institucional del DSHS. Para participar en este estudio, es necesario que usted entienda inglés, ya que los materiales solo están disponibles en inglés. Si no desea participar, no se requiere ninguna otra acción por su parte. Si tiene una pregunta sobre sus derechos como participante en la investigación, comuníquese con el administrador de la Junta de Revisión Institucional del DSHS en InstitutionalReviewBoard@dshs.texas.gov o al 512-383-6975. Si quiere que su nombre sea excluido de los futuros estudios sobre el cáncer que utilicen información del registro de cáncer, comuníquese con el Registro de Cáncer de Texas en CancerData@dshs.texas.gov o llame al 800-252-8059 (en Texas) o al 512-776-3080 para indicar su preferencia.

## **Contact Information**

The phone number we have for you is <patient’s number>. If this phone number is incorrect or you prefer to be called at another number, please call the study office, <study phone number>, to update your contact information.

If you have questions about the research study or you would like more information, you can call the study office at <phone number> or email us at <email address>.

Thank you for considering being part of this study.

Sincerely,

<Researcher Name>

<Job Title>

Enclosures:

<Study Brochure>

How Did You Get My Name?