[Insert Institutional Letterhead]

[Insert date]

Dear [Insert LAR name],

[Insert participant name] is currently participating in the Hyperbaric Oxygen in Brain Injury Treatment (HOBIT) research study at [enter local institution name]. As part of their participation, the study team has been trying to reach you to ask questions about how [insert participant name] is doing, if [he/she] has had any additional medical problems, and if any contact information has changed. We have made numerous attempts to reach you by phone but we have been unsuccessful so far. Your responses to these questions are critical to helping us answer our study questions.

Please contact our office as soon as possible to schedule a time to complete the short assessment:

[Insert Primary Study Coordinator/GOSE assessor phone & contact information]

With best regards,

[Insert PI’s Signature & Name]