**DATE**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Recently, you received a survey in the mail designed to assess/study -----------------***brief description of the study and Study Title****-*----. The survey serves as a project required for ----***description of curricular activity being fulfilled*-**---. This is a kind reminder to request your voluntary responses in this survey. If you decide to complete this survey, please return it in the envelope provided by no later than ---**date**-----. If you have already submitted your responses, thank you for your contribution to this study.

Please do not add any additional information on the survey or return envelopes. For any questions, please do not hesitate to contact me at -----***e-mail*** ***contact information of the investigator and/or principal investigator***----, or call me at xxx-xxx-xxxx, or call the Principal investigator at xxx-xxxx-xxxx

Thank you.

Sincerely,

----------------**Signature**--------------------

Student Name

School & Class affiliation

Contact information

Contact phone #