<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 DSHS Institutional Review Board Administrator by email, InstitutionalReviewBoard@dshs.texas.gov, or call 512-776-2202.

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

Le invitamos a participar en un estudio de investigación sobre el cáncer. Tanto si decide participar como si no, su decisión no afectará de ninguna manera la atención médica que usted recibe. Toda la información que nos proporcione es estrictamente confidencial y está protegida por la ley. El equipo de investigadores obtuvo el nombre de usted a través del Registro del Cáncer en Texas (Texas Cancer Registry), un programa del Departamento de Salud y Servicios Humanos (DSHS) de Texas, después de recibir la aprobación del Consejo de Revisión Institucional (IRB). Para participar en este estudio, es necesario que tenga conocimientos de inglés, ya que los materiales solamente están disponibles en este idioma. Si no desea participar, no es necesario que haga nada más al respecto.

Si tiene alguna pregunta relacionada con sus derechos como participante en el estudio, comuníquese con el administrador del Consejo de Revisión Institucional (IRB) del DSHS enviando un correo electrónico a InstitutionalReviewBoard@dshs.texas.gov, o llame al 512-776-2202. Si desea que su nombre sea eliminado de todos los estudios futuros de investigación sobre el cáncer que usen información procedente del registro sobre el cáncer, por favor comuníquese con el Registro del Cáncer en Texas a CancerData@dshs.texas.gov, o llame al 1-800-252-8059 (en Texas) o al 512-776-3080 para avisarnos de su decisión.

## **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?