[Insert Date]

[Insert Physician’s Name]

[Insert Physician’s Address]

Or

[Subject line: Requesting your partnership for the {insert Study Name} study]

Dear Dr. [Insert Physician’s Name],

I am the [site or principal] investigator for the [insert Study Name] study that is taking place at [Site Name]. I am writing to invite you to refer patients to this <Insert> research study, which is evaluating [brief summary of primary study objectives] and could potentially lead to [brief description of novelty/potential breakthrough]. The success of this study depends on physicians like you to refer potential study participants.

Please take a moment to review the key eligibility criteria to identify potential candidates for this study:

1. [Insert only high-level eligibility criteria, e.g. <Insert> diagnosis and age]
2. [Include key criteria that a physician can quickly assess when examining patients]
3. [Avoid criteria that may be unfamiliar or unknown to non-specialists, i.e. clinical scales]

Additional study details can be found at [insert URL to study website OR clinicaltrials.gov].

I have enclosed several patient resources that can be placed in your waiting or exam rooms and shared with potential participants. You will also find laminated pocket cards with a study summary that you can quickly refer to when examining patients. Lastly, a fax referral form is included to easily send patient information for my team to follow up with the individual you refer.

Please be assured that we will provide your patients with the care necessary to conduct the study and ensure their safety. We will refer your patients back to you as their primary care provider for any other health concerns.

I hope that you see the importance of this research and will consider referring potential candidates. Our study team values your partnership in advancing research. Please feel free to contact me to discuss the study or request additional materials for distribution.

Thank you for your consideration and support.

Sincerely,

*{SITE PI SIGNATURE}*

[Printed Name]

[Title]

[Contact Information]