[Insert Date]

[Insert Site Name]

[Insert Site Address]

Or

[Subject Line: Results from the <Insert Study Name> Study]

Dear [Insert Site Investigator and Coordinator’s Names],

Thank you for your patience as we analyzed the data from the [insert Study Name] study. As a reminder, the objective of the [insert Study Name] study was to [describe the study objective in one to two sentences].

We have now published the findings in [insert Journal Name]. Please find a summary of the study results [below or on this website and provide a link.] [If the results are on an open access journal, include a link to the publication for investigators/coordinators who wish to read beyond the summary.]

[Explain the study findings in no more than five sentences.]

Your work on this study was essential to uncovering these findings.

[*If results are positive or inconclusive*, describe next steps for this research and how an interested investigator/coordinator can remain informed about any future studies.]

[*If results are* *negative*, explain how the study findings impact [insert research area] research and any new questions that may have arisen from this research.]

Given these results, I ask for your assistance in sharing these findings with study participants at your site and referring clinicians. Sharing these results with participants and referring clinicians is a way to create long-term community engagement and helps individuals realize the ways in which their contributions advance research. We ask that you help us fulfill our commitment to sharing study results by sending the enclosed letter/email templates to study participants and referring clinicians.

If you have any questions or concerns, please do not hesitate to contact [insert study team contact] at [insert phone and email]. Thank you again for your time and dedication.

Sincerely,

[Principal Investigator Name]