LETTERHEAD (of organization preferred by the practice)

<date>

Dear <name of study> Participant,

            Thank you for taking part in <name of study>.  <Name of study> started in <start date> and ended in <end date>. You may remember that <name of study> included patients like you who have <name of condition>. <insert few sentences about condition>.

The goal of <name of study> was to <insert goals and interventions tested>.

<Name of study> involved a total of <insert number> people from <insert number> clinics.  The average age of the people was XX years (youngest was XX; oldest was over XX), and XX% were male (or female).

The results of the study were published in the journal called <Journal name> on <date>. <Insert findings in lay language, including via figures and pictures>

          If you would like more information, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at **(practice site)** at **(phone number)**.

Sincerely,

<Name of whomever the practice would like the letter to come from>