**Lost to Follow-up Letter**

<Insert date>

<Insert subject name and address>

Dear <insert subject name>,

This letter is being sent to you as a participant in the <Insert IRB# and title>. According to our records, you were scheduled for a study visit/phone follow-up on <enter date>. Our attempts to reach you by telephone at <insert telephone number(s)> on <enter # of attempts> separate occasions have been unsuccessful. Please contact us at <insert telephone number> so that your follow-up can be rescheduled.

If you have decided to discontinue participation in the study, please notify us of your decision so that we can update our records <and conduct any final study procedures if necessary>. If you do not contact us within <enter the number of days> days, you will be removed from the study. Your prompt attention is appreciated.

Sincerely,

<Enter name of PI or Study Coordinator>