

## Triennial Follow-up Advance Email

From: The Sister Study <update@sisterstudy.org>  
To: <PARTICIPANT EMAIL ADDRESS>  
SUBJECT: Sister Study Follow-Up

Dear Ms. <Last Name>:

It is once again time to update your health and contact information. As you may remember, every two to three years we will ask detailed questions about changes in your environment and health and exploring new topics of special interest. Information about changes in your health and exposures will allow us to learn how environmental and lifestyle factors contribute to developing breast cancer and other conditions. This year, we will ask you to complete three questionnaires about your Health and Medical History, Lifestyle, and Quality of Life and Special Topics.

[You can complete these questionnaires now by clicking this link.](#)

Information you share will be kept confidential. Your participation in the Sister Study is completely voluntary and you may choose to skip questions or stop at any time. For security purposes, after you log in, you will need to answer a few brief questions to verify your identity. Your responses will be secured during Internet transmission. If you are having trouble accessing the link, or have questions, please check [here for the frequently asked questions \(FAQs/Help\)](#).

[GROUPS 4-6: Within the next few weeks we will send you the current issue of the [Sister Study Newsletter](#). If we haven't heard from you online, we will include the other forms in the packet.] [GROUPS 1-3: Within the next few weeks we will send you a complete Follow-Up Packet if we haven't heard from you online.] Regardless of how you choose to complete your questionnaires, we would like to offer a token of gratitude to those who respond promptly. Complete all your questionnaires by Mmmm D, 20YY and choose from one of several items. [Click here to see descriptions of the available choices.](#)

Please keep in touch. You can always visit our website at [www.sisterstudy.org](http://www.sisterstudy.org) for more news about the Sister Study. If you have any questions, please email us at [update@sisterstudy.org](mailto:update@sisterstudy.org) or call us at our toll-free number 1-877-4SISTER (1-877-474-7837). Thank you for your ongoing contribution to this important research.

Woman by woman, sister by sister, we can make a difference.

Sincerely,

Dale P. Sandler, Ph.D.  
Principal Investigator

[Click here to begin the survey](#)

«Mmmm d, yyyy»

«FirstName» «LastName»  
«Address1»  
«Address2»  
«City», «State» «Zip»

Dear Ms. «LastName»:

It is once again time to update your health and contact information. As you may remember, every two to three years we will ask detailed questions about changes in your environment and health and exploring new topics of special interest. Information about changes in your health and exposures will allow us to learn what environmental and lifestyle factors contribute to developing breast cancer and other conditions. This year, we will ask you to complete three questionnaires about your Health and Medical History, Lifestyle, and Quality of Life and Special Topics.

You can complete these questionnaires now at [www.sisterstudy.org/20YYUpdate.htm](http://www.sisterstudy.org/20YYUpdate.htm). To access the web-based questionnaires, you will need your Sister Study ID number, which is printed at the bottom of this letter. Information you share will be kept confidential. Your participation in the Sister Study is completely voluntary and you may choose to skip questions or stop at any time. For security purposes, after you log in, you will need to answer a few brief questions to verify your identity. Your responses will be secured during Internet transmission.

Within the next few weeks we will send you a complete Follow-Up Packet if we haven't heard from you online. Regardless of how you choose to complete your questionnaires, we would like to offer a token of gratitude to those who respond promptly. Complete all your questionnaires by «Mmmm d, 20YY» and choose from one of several items. See the enclosed sheet for more information.

Please keep in touch. [REMOVE FOR GROUPS 1-3: I hope you find the newsletter we've included interesting.] You can always visit our website at [www.sisterstudy.org](http://www.sisterstudy.org) for more news about the Sister Study. If you have any questions, please email us at [update@sisterstudy.org](mailto:update@sisterstudy.org) or call us at our toll-free number 1-877-4SISTER (1-877-474-7837). Thank you for your contribution to this important research.

Woman by woman, sister by sister, we can make a difference.

Sincerely,



Dale P. Sandler, Ph.D.  
Principal Investigator

«StudyID»

Mmmm d, YYYY

«FirstName» «LastName»  
«Address1»  
«Address2»  
«City», «State» «Zip»

Dear Ms. «LastName»,

On behalf of the entire Sister Study team, I want to thank you for completing your Follow-Up Questionnaires. We would like to offer you a token of our gratitude for responding promptly. Because you completed all of your questionnaires before Mmmm d, 20YY you may choose from one of several items. See the enclosed sheet for more information.


[OMIT FOR GROUPS 1-3: In order to keep you updated on the study's progress, the most recent Sister Study Newsletter is enclosed. I hope you find it interesting and informative. In addition, I invite you to visit our web site at [www.sisterstudy.org](http://www.sisterstudy.org) for more news about the Sister Study.

] We look forward to contacting you again in the spring of 20XX when it is time to complete your next update. To report any health or contact information changes in the meantime, please call toll-free at 1-877-4SISTER (1-877-474-7837) or email [info@sisterstudy.org](mailto:info@sisterstudy.org).

With your participation in the Sister Study you are making a powerful contribution in helping find the causes of breast cancer and identifying factors that can enhance the quality of life following treatment. Again, thank you for your participation in this important research.

Woman by woman, sister by sister, we can make a difference.

Sincerely,



Dale P. Sandler, Ph.D.  
Principal Investigator

«StudyID»

«Mmmm d, yyyy»

«FirstName» «LastName»  
«Address1»  
«Address2»  
«City», «State» «Zip»

Dear Ms. «LastName»:

It is once again time to update your health and contact information. As you may remember, every two to three years we will be asking detailed questions about changes in your environment and health and exploring new topics of special interest. Information about changes in your health and exposures will allow us to learn how environmental and lifestyle factors contribute to developing breast cancer and other conditions. This year, we ask you to complete three questionnaires about your Health and Medical History, Lifestyle, and Quality of Life and Special Topics.

[IF PARTIAL: Our records indicate that you recently completed some of these questionnaires, but we still need your help with the remaining forms.] You can help by completing and mailing back the enclosed questionnaires as soon as possible. We have included a postage-paid envelope for your convenience. Information you share will be kept confidential. Your participation in the Sister Study is completely voluntary and you may choose to skip questions or stop at any time. If you prefer, you can complete these questionnaires online at [www.sisterstudy.org/20YYUpdate.htm](http://www.sisterstudy.org/20YYUpdate.htm). To access the web-based questionnaires, you will need your Sister Study ID number, which is printed at the bottom of this letter. For security purposes, after you log in, you will need to answer a few brief questions to verify your identity. Your responses will be secured during Internet transmission.

Enclosed you will also find a Contact Information Update Form displaying information currently in our records. ***Even if you have no changes to report***, please complete this update at the web address shown above or by returning the form in the enclosed postage-paid envelope.

[IF LETTER GENERATED BEFORE INCENTIVE END DATE: Regardless of how you choose to complete your questionnaires, we would like to offer a token of gratitude to those who respond promptly. Complete all your questionnaires by «Mmmm d, 20YY» and choose from one of several items. See the enclosed sheet for more information.]

Please keep in touch. [REMOVE FOR GROUPS 1-3: I hope you find the newsletter we've included interesting.] You can always visit our website at [www.sisterstudy.org](http://www.sisterstudy.org) for more news about the Sister Study. If you have any questions, please email us at [update@sisterstudy.org](mailto:update@sisterstudy.org) or call us at our toll-free number 1-877-4SISTER (1-877-474-7837).

Woman by woman, sister by sister, we can make a difference.

Sincerely,



Dale P. Sandler, Ph.D.  
Principal Investigator

«StudyID»



*A gift of thanks to you...*

We continue to be grateful for your ongoing participation in the Sister Study and your completion of this year's questionnaires. The success of this research effort depends on everyone's full participation. It is important that we track changes in health, lifestyle, and exposures over the course of the study for all participating women. We hope you find the questionnaires easy to complete and send them back promptly.

*Thank you for taking the time!*

There are three ways to complete the questionnaires - by returning the completed forms by mail in the envelope provided, by calling our toll-free number to complete them by telephone, or by completing them on our secure website. Choose the method that works best for you. We are hopeful that with each piece of information you provide, we will be one step closer to discovering the causes of breast cancer and learning ways to prevent this disease.

**If you complete, or have already completed, all questionnaires by 05/15/2012, we will send you one of the items below as a token of gratitude for your commitment to the Sister Study.** Please indicate your choice by filling in the appropriate circle. If you are not interested in any of the items offered, please fill in the circle at the bottom.



Sister Study reusable shopping bag



Sister Study magnetic picture frame



One year subscription to *Good Housekeeping Magazine*

I prefer not to receive anything, but my completed questionnaires are enclosed.

Please mail this form to:

**The Sister Study, 1009 Slater Road, Suite 120, Durham, NC 27703**

A postage-paid envelope is provided.

Phone: 1-877-4SISTER (1-877-474-7837); email: [update@sisterstudy.org](mailto:update@sisterstudy.org)

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**Triennial Follow-up**  
**Reminder Letter**  
Winter 2012

Sent via US mail to all non-responders four weeks after mailing of paper questionnaires

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Date: Mmmm DD, YYYY

Name  
Address  
City, State Zip

Dear Ms. Last Name:

We have not yet received your Sister Study Follow-Up forms. Finding out about changes in your health and exposures will allow us to learn what environmental and lifestyle factors contribute to developing breast cancer and other conditions. We recently sent you questionnaires about your Health and Medical History, Lifestyle, and Quality of Life and Special Topics, along with a Contact Information Update Form. Please take some time to complete your forms within the next few days.

If you prefer, you can complete these forms online at <http://www.sisterstudy.org/2012WinterUpdate.htm>. To access the web-based questionnaires, you will need your Sister Study ID number, which is printed at the bottom of this letter. For security purposes, after you log in, you will need to answer a few brief questions to verify your identity. Your responses will be secured during Internet transmission.

You can also complete these questionnaires over the telephone by calling the Sister Study helpdesk toll-free at 1-877-4SISTER (1-877-474-7837).

Information you share will be kept confidential. Your participation in the Sister Study is completely voluntary and you may choose to skip questions or stop at any time. If you have already returned your forms, please accept our thanks for your continued participation in the Sister Study.

Woman by woman, sister by sister, we can make a difference.

Sincerely,



Dra. Dale P. Sandler, Ph.D.  
Principal Investigator

<SIS STUDY ID>

## The Sister Study Triennial Follow-Up

### Partial Acknowledgement Letter

- Weekly email and/or letter to participants who have completed one or more triennial questionnaires but are not final for the Triennial Follow-Up overall
  - Sent one week after reminder letters are mailed
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Dear Ms. LAST NAME:

Thank you for your ongoing participation in the Sister Study. With your participation you are making a powerful contribution in helping find the causes of breast cancer and the factors that can enhance the quality of life following treatment. Our records show that you recently completed the following questionnaire(s) included in the 2012 Triennial Follow-Up:

- [Health & Medical History/Lifestyle/Quality of Life and Special Topics]
- [Health & Medical History/Lifestyle/Quality of Life and Special Topics]

I am writing to request that you complete the remaining questionnaire(s) at your earliest convenience. Our records show that we still need the following:

- [Health & Medical History/Lifestyle/Quality of Life and Special Topics]
- [Health & Medical History/Lifestyle/Quality of Life and Special Topics]

Please complete and mail back the remaining questionnaire(s) using the postage-paid envelope we provided with your 2012 Triennial Follow-Up packet. If you prefer, you can complete these questionnaires online at [www.sisterstudy.org/20xxxxxxxUpdate.htm](http://www.sisterstudy.org/20xxxxxxxUpdate.htm). To access the web-based questionnaires, you will need your Sister Study ID number, which is printed on the letter you received with your Triennial Follow-Up packet. If you no longer have these materials, please call to receive your ID number.

[IF LETTER GENERATED BEFORE INCENTIVE DATE]: We would like to offer a token of our gratitude to those who respond promptly. Complete all remaining questionnaires by Mmmm d, 20xx and choose from one of several items described on the form provided in your update packet. You may also review these items online at <http://www.sisterstudy.org/20XXUpdateGifts.htm>.]

If you have any questions, please call toll-free at 1-877-4SISTER (1-877-474-7837) or email [update@sisterstudy.org](mailto:update@sisterstudy.org). Again, thank you for your participation in this important research.

Sincerely,

SIGNATURE

Dale P. Sandler, Ph.D.  
Principal Investigator