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[DATE]

Dear \_\_\_\_\_,

Thank you for agreeing to participate in this important research study to better understand the relationships between parents and those who care for, or teach, their children. This study is being conducted by Child Trends, a nonprofit research organization in the Washington, DC metro area, on behalf of the Office of Planning, Research and Evaluation of the U.S. Department of Health and Human Services. We are in the process of developing a survey about what is important in relationships between parents and early child care and education providers, and teachers; we will be conducting a series of interviews with parents, child care providers, early childhood teachers, and Family Service Workers to help us improve the questions we are working on. Your information will be kept private to the extent permitted by law.

Enclosed is a packet containing a copy of the questionnaire and other material that we will go over during the interview. We ask that you **do not** review the material before your interview since it is important that we get your feedback to the material as you first read them. During the phone interview, we will ask you to complete the interview one section at a time. At the end of each section or question, we will ask you to describe how you arrived at your answers, what the questions meant to you, and how clear the instructions were to you. Your responses will help us design better questions.

Also, enclosed with this letter is a copy of the consent form describing the study, your rights as a study participant, and other important information. We ask that **you read** the consent form before the interview. We will also review this form before we begin the interview, and you will have an opportunity to ask any questions before we begin.

We look forward to your interview on [DATE] at [TIME]. Our records show that you gave the following phone number, (XXX-XXX-XXXX) as the number to reach you for the interview. If this changes, please contact us at the number below.

The day before your interview you will also receive a reminder call from Child Trends. If you have any questions, feel free to call 1-202-553-2900 or the study toll free number 1-888-418-4585. Thank you for your participation.

Sincerely,

A handwritten signature in cursive script that reads "Lina Guzman".

Lina Guzman, PhD  
Principal Investigator