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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 care and education providers, and teachers. We will be conducting 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 and the information you tell us will be kept private to the extent permitted by law.

We look forward to meeting you on [DATE] at [TIME] at [LOCATION]. [If email: Please click on the link below to access the Google map.] [If via regular mail: We have enclosed a map, as well as, bus/driving directions to the location of the interview.]

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.

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 black ink that reads "Lina Guzman".

Lina Guzman, PhD  
Principal Investigator