

Follow-Up III
Invitation Email

Subject: Sister Study- Your Updates

Dear Ms. [Lastname],

It is Sister Study time of year – time to **update your health and contact information!** As you may recall, every two or three years we ask detailed questions about changes in your environment and health. **Sharing these changes continues to help in learning how the environment and lifestyle factors contribute to breast cancer and other conditions.** I invite you to take a look at the research findings we have published at <http://sisterstudy.niehs.nih.gov/English/articles.htm>. These findings are a direct result of what we have learned from you when you complete these questionnaires.

This year, **we ask you to complete two questionnaires**, asking about details of your health, medical history, lifestyle, and quality of life.

Please continue to help by completing the questionnaires online by clicking [here](#) [personalized link].

Information you share will be kept confidential. Your participation is completely voluntary and you may choose to skip questions or stop at any time. If you are having trouble accessing the link, or have questions, please check [here](#) for answers to frequently asked questions, or call the Sister Study helpdesk toll-free at 877-4SISTER (877-474-7837).

Please keep in touch. Woman by woman, sister by sister, we can make a difference.

Sincerely,

Dale P. Sandler, PhD

Principal Investigator

Click [here](#) to complete your detailed update now.

Follow-Up III
Invitation Letter

Dear Ms. [Lastname],

It is Sister Study time of year – time to **update your health and contact information!** As you may recall, every two or three years we ask detailed questions about changes in your environment and health. **Sharing these changes continues to help in learning how the environment and lifestyle factors contribute to breast cancer and other conditions.** I invite you to take a look at the research findings we have published at <http://sisterstudy.niehs.nih.gov/English/articles.htm>. These findings are a direct result of what we have learned from you when you complete these questionnaires.

- This year, we ask you to **complete two detailed questionnaires**, asking about details of your health, medical history, lifestyle, and quality of life.
- You can complete these updates online now at [«URL for 2014-15 TFU»](http://sisterstudy.niehs.nih.gov/English/articles.htm). To access the Web-based questionnaires, you will need your Sister Study ID number, printed at the bottom of this letter. If we don't hear from you online, we will mail you the forms on paper within the next few weeks.

Information you share will be kept confidential. Your participation is completely voluntary and you may choose to skip questions or stop at any time. If you are having trouble accessing the link, or have questions, please call the Sister Study helpdesk toll-free at 877-4SISTER (877-474-7837).

Please keep in touch. Woman by woman, sister by sister, we can make a difference.

Sincerely,



Dale P. Sandler, Ph.D.
Principal Investigator

«StudyID»

Follow-Up III

Cover Letter

Dear Ms. [Lastname],

October is Breast Cancer Awareness Month and this time of year always makes us pause to honor those who have battled and those who continue to fight breast cancer. Many joined the Sister Study to help discover the environmental and genetic causes of this disease so our future generations do not have to face breast cancer. **Every time you complete the questionnaires we ask you to complete we gain more and more knowledge about this complex disease.**

It is Sister Study time of year – time to **update your health and contact information!** As you may recall, every two or three years we ask detailed questions about changes in your environment and health. **Sharing these changes continues to help in learning how the environment and lifestyle factors contribute to breast cancer and other conditions.** I invite you to take a look at the research findings we have published at <http://sisterstudy.niehs.nih.gov/English/articles.htm>. These findings are a direct result of what we have learned from you when you complete these questionnaires.

- This year, we ask you to complete two questionnaires, asking about details of your health, medical history, lifestyle, and quality of life. **You can continue to help by completing and mailing back the enclosed questionnaires as soon as possible.** We have included a postage-paid envelope for your convenience.
- If you prefer, **you can complete these questionnaires online** at <http://www.sisterstudy.org>. To access the Web-based questionnaires, you will need your Sister Study ID number, printed at the bottom of this letter. Information you share will be kept confidential. Your participation is completely voluntary and you may choose to skip questions or stop at any time.
- Enclosed you will also find a Contact Information Update Form displaying the 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 forms in the enclosed postage-paid envelope.

Thank you in advance for taking the time to complete the latest set of questions that will get us closer to the answers researchers need! Please keep in touch. Woman by woman, sister by sister, we can make a difference.

Sincerely,



Dale P. Sandler, Ph.D.
Principal Investigator

«StudyID»

Follow-Up III
Reminder Letter

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

Dear Ms. [Lastname],

We hope this letter finds you well and gearing up for the upcoming holidays. Leading up to the holiday season can be a hectic time so we would truly appreciate you completing the questionnaires we recently sent you. **Every time you complete the questionnaires, we gain more and more knowledge about this complex disease. Thank you in advance for taking the time to complete the latest set of questions that will get us closer to the answers researchers need!**

For your convenience, the link below will take you directly to these questions. To access the Web-based questionnaires, you will need your Sister Study ID number, printed at the bottom of this letter. However, if you need another set of paper questionnaires, please call our helpdesk. **We look forward to receiving your completed questionnaires** at your earliest convenience.

LINK HERE

If you have any issues, please contact us toll-free at our helpdesk line 877-474-7837 or email update@sisterstudy.org.

Thank you again!

Dale P. Sandler, Ph.D.

Principal Investigator

«StudyID»

Follow-Up III
Partial Responder Letter

Partial Acknowledgement Letter

- Weekly email and/or letter to participants who have completed one or more Follow-Up questionnaires but are not final for the Follow-Up overall
 - Sent one week after reminder letters are mailed
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Dear Ms. [Lastname],

We hope this letter finds you well and gearing up for the upcoming holidays. Leading up to the holiday season can be a hectic time so we would truly appreciate you completing the questionnaires you recently began on the Web. We have received part of your responses but we need a few more. **Every time you complete the questionnaires, we gain more and more knowledge about this complex disease. Thank you in advance for taking the time to complete the latest set of questions that will get us closer to the answers researchers need!**

For your convenience, the link below will take you directly to these questions. To access the Web-based questionnaires, you will need your Sister Study ID number, printed at the bottom of this letter. **We look forward to receiving your completed questionnaires** at your earliest convenience.

LINK HERE

If you have any issues, please contact us toll-free at our helpdesk line 877-474-7837 or email update@sisterstudy.org.

Thank you again!

Dale P. Sandler, Ph.D.

Principal Investigator

«StudyID»