

<<date>>

«**motherfirstname**» «**motherlastname**»  
«**Address1**»  
«**Address2**»  
«**City**», «**State**» «**Zip**»

Dear Ms. «**motherlastname**»:

We recently sent you a letter because of the loss of your baby through stillbirth was reported to the <<State>> Department of Public Health. We continue to extend our deepest sympathy to you and your family during this time. Little is known about what causes stillbirths or what can be done to prevent them. Our research study is trying to change that. The Birth Defects Study To Evaluate Pregnancy exposureS (BD-STEPS) is funded by the Centers for Disease Control and Prevention (CDC) and is one of the few studies in the United States focusing on the loss of babies through stillbirth.

This study originally focused on finding ways to prevent birth defects, but it has been expanded to include research into why stillbirths happen. We hope you will carefully read the information included in this packet and consider if you would like to take part in this study. Our priority is to be respectful towards you during this time, and you should feel no pressure to take part in this study. At any time, you can call <number> or email <email> to let us know that you no longer wish to be contacted.

If you choose to participate in this study, you will be asked to complete a two-part telephone interview. The first part of the interview focuses on events before and early in your pregnancy while the second part of the interview focuses on your pregnancy overall. After you complete the first part of the interview, you can complete the second part of the interview on the same call or you can schedule it for a later date. The first part of the interview takes about 55 minutes and the second part of the interview takes about 20 to 30 minutes. The interview can also be done in several shorter calls if that is more convenient. We are available for interviews every day of the week, including weekends and evenings. The interviews cover a wide range of topics about your pregnancy. We will keep any information that could identify you confidential.

One of our interviewers will call you within the next two weeks. Before then, if you have any questions, please feel free to call the interviewers at our toll-free number, 1-888-743-7324, or email them at [questions@bdsteps.org](mailto:questions@bdsteps.org). You can also call <**Abt local number**> or scan the QR code below, to reach the interviewers to schedule or complete your interviews at a time that works best for you. Please be sure to leave a message with a phone number where you can be reached. You may also call me at < **insert local contact number**>.

<<We have enclosed a \$20 gift card in appreciation of the time you spent reading the enclosed information and deciding if you want to take part in the study. This is yours to keep whether or not you decide to participate. If you complete the first part of the interview, we will send you a \$30 gift card to thank you for the time you spent on that part of the telephone interview. If you complete both parts of the interview together, we will send you the \$30 gift card and an additional \$20 gift card to thank you for the time you spent on both parts of the interview.>>

**OR**

<<Note: We are not able to include the \$20 gift card that was sent with the previous introductory packet(s). If you complete the first part of the interview, we will send you a \$30 gift card to thank you for the time you spent on that part of the telephone interview. If you complete both parts of the interview together, we will send you the \$30 gift card and an additional \$20 gift card to thank you for the time you spent on both parts of the interview.>>

If you decide to take part in our study, please know that we understand how difficult it may be for you to speak about your pregnancy and the loss of your baby. We are asking you to do so because the information you can provide is so valuable. Thank you so much for considering this request.

Sincerely,

< **Insert PI name and local contact information** >

Enclosures

**QR Code helpful tip:** With your phone's camera, simply hover over the QR code image in this letter, as if you were going to take a photo, and a link to the local phone number will appear. You can also use any other QR code reader app that you may already have.



