

ATTACHMENT 25: Reminder Letters: Follow Up 1, 2 and 3 (Print on DHHS or FDA letterhead)

Reminder Letter TO PARENT OF YOUTH <14

**[PARENT FNAME] [PARENT LNAME]
[ADDRESS 1]
[ADDRESS 2]
[CITY, STATE ZIP]**

Dear [PARENT FNAME LNAME or "Parent or Guardian of [CHILD NAME]"],

Recently, we contacted you about a new round of the **Health and Media Study** being conducted by the U.S. Food and Drug Administration (FDA). Your child, [CHILD FNAME], is one of approximately [INSERT NUMBER BASED ON COMPLETES FROM PREVIOUS WAVE OF DATA COLLECTION] youth taking part in this study and continued participation is critical to the success of this important research. Your child's participation will help us gain a better understanding of how public education campaigns affect youth's attitudes, beliefs, and behaviors toward tobacco use.

If [CHILD FNAME] completes the survey on or before [END DATE] they will receive a \$25 Visa gift card or \$25 cash [IF SENT BEFORE EARLY BIRD DATE ADD: and an additional \$5 if they complete it on or before [EARLY BIRD DATE]].

To complete the online survey, please:

1. **Click this link to access the survey: [SURVEY LINK]**
2. **Enter the Participant Code: [PASSWORD]**
3. **Follow the on-screen instructions.** A parent or legal guardian must follow the steps to provide permission before your child can complete the survey.

Your help with this round of the study is voluntary, but greatly appreciated. All information provided will be kept private to the fullest extent allowable by law and used only for statistical purposes. You or your household will never be identified in any analysis, reports, or publications, and no one will try to sell you anything.

If you have any more questions about this study, call the project assistance line at 1-866-800-9177 or email HealthAndMediaStudy@rti.org. If you have a question about your child's rights as a study participant, you can call Advarra's institutional review board (IRB) toll-free at 877-992-4724.

Thank you in advance for your help.

Sincerely,

Anna MacMonegle
Study Director
RTI International

You may also access the survey by scanning this QR code with your smartphone or tablet.

[QR CODE]

Please enter your **Participant Code** ([PASSWORD]) once you are ready to begin.

Reminder Letter TO YOUTH ≥14 and Supplemental Sample Participants

**[YOUTH FNAME] [YOUTH LNAME]
[ADDRESS 1]
[ADDRESS 2]
[CITY, STATE ZIP]**

Dear [YOUTH/YOUNG ADULT FNAME],

Recently, we contacted you about a new round of the **Health and Media Study** being conducted by the U.S. Food and Drug Administration (FDA). You are one of approximately [INSERT NUMBER BASED ON COMPLETES FROM PREVIOUS WAVE OF DATA COLLECTION] participants who took part in the first round of the study, and we sincerely thank you for your help in this important research.

By taking part in this new round of the study, you will have a unique opportunity to contribute to valuable research related to how public education campaigns affect attitudes, beliefs, and behaviors toward tobacco use. RTI International, a nonprofit research organization, was selected by the FDA to conduct this study.

Because your continued contribution is important, you will be offered a **\$25** Visa gift card or **\$25** cash if you complete the survey before [END DATE] [IF SENT BEFORE EARLY BIRD DATE ADD: and a bonus \$5 if you complete it on or before [EARLY BIRD DATE]].

To complete the online survey, please:

- 1. Click this link to access the survey: [SURVEY LINK]**
- 2. Enter your Participant Code: [PASSWORD]**
- 3. Follow the instructions to complete the survey.**

Your participation in this round of the study is voluntary, but greatly appreciated. All information provided will be kept private to the fullest extent allowable by law and used only for statistical purposes. You will never be identified in any analysis, reports, or publications, and no one will try to sell you anything.

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Sincerely,

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