



**CHSS
Data Center**
**CONGENITAL HEART
SURGEONS' SOCIETY**

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[insert Date]

Dear [insert Name of Subject],

Thank you for agreeing to [continue to] participate in our research study, entitled [insert name of study]. We value your participation in this study, and also look forward to staying in touch with you as we conduct our annual follow up for the study.

For your reference, please see the enclosed pamphlet which outlines our background and contact information. For your convenience, please also find enclosed a refrigerator magnet with our contact information. Please visit our website at www.chssdc.org at any time.

When we follow up with you each year, we will provide you with a brief Follow-up Form and Questionnaires to complete about your health, and to give you an opportunity to update your contact information as well. If you have a change in address or contact information before that time, please let us know, so we do not lose touch with you. Please feel free to contact us at any time with this information, or if you have any questions about the Congenital Heart Surgeons' Society (CHSS) Data Center, or your participation in the study.

You may contact us by mail (at the address indicated in this letter) or by secure fax (416-813-8776), or by calling our toll-free number (1-866-477-2477), or by sending us an e-mail (chss.dc@sickkids.ca). With respect to e-mail communication, please note the following: *Although e-mail may be a very common method of communication, the security of e-mail messages is not guaranteed. Messages sent to you or from you by e-mail may be seen by others using the Internet. E-mail is easy to forge, easy to forward, and may exist indefinitely. For this reason, do not use e-mail to communicate or discuss information you think is sensitive. By sending us information by e-mail, or requesting that we send you information by e-mail, you acknowledge that you have read and accept the risks of using e-mail.*

Once again, we look forward to staying in touch with you, and thank you for your participation in the study.

Kind Regards on behalf of the CHSS Data Center Staff,

[insert name]
Clinical Research Project Assistant/Coordinator
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