

<Insert Site Logo>

<Recipient First Name> <Recipient Surname>
<Recipient Street Address>
<Suburb> <State> <Post Code>

<Date>

Dear <Recipient First Name>,

Thank you for your recent attendance at <Site name>. *[Person Responsible version, replace “Thank you for your recent attendance at <Site name>” with “You are receiving this letter because <Participant First Name> <Participant Surname> recently attended <Site Name>”].* This clinic contributes to the Australian Dementia Network (ADNeT) Registry. This clinical quality registry has been established to improve clinical care for people with mild cognitive impairment and dementia. The registry is managed by Monash University.

[Person Responsible version, add “You are listed as a person who can help make decisions on behalf of <Participant First Name> about participating in the registry.”]

The enclosed postcard provides a brief introduction about the ADNeT Registry. You will receive more information from the registry via mail in the next few weeks, which describes what participation involves and how your *[Person Responsible version, replace “your” with “<Participant First Name>’s”]* privacy is protected.

Yours sincerely,

<Site PI signature>

<Site PI Title> <Site PI First name> <Site PI Surname>