 [\*\*\*hospital\_logo\*\*\*]

<Trust address 1> <Trust address 2>

<Trust address 3> <Postcode>

<Telephone number>

Centre Number: [Insert number]

[Insert researcher name, contact details and date]

Dear [insert name patient name]

**Re: ISARIC/WHO Clinical Characterisation Protocol UK (CCP-UK) (Research Ethics Numbers Scotland 20/SS/0028, rest of UK 13/SC/0149)**

I am [insert name and job title] who [personalise this section and add whether you looked after them if applicable] you in [insert hospital and month]. We hope you are starting to recover from your illness and apologise for contacting you at home at this time, but we would be most grateful for your assistance in relation to the matter described below.

While you were in hospital you had samples taken to help the medical team looking after you and try to understand your infection and how best to treat you. While these samples were used in your care, there was a small amount left over that was not needed at that time.

We are contacting you to ask your permission to use your samples in the CCP-UK study. Enclosed is a leaflet that explains the research and what we would like to do with these left over samples. A consent form is also attached. Please could you complete this form to confirm whether or not you wish for your samples to be used in CCP-UK and return it to us by:

* Taking a clear photo of your consent form and sending it via Whatsapp (an encrypted messenger service to) **[\*\*\*CI/Deputy investigator study phone number\*\*\*]** ***or***
* Taking a clear photo of your consent form and emailing it to red.cap@nhs.net (a secure NHS email account) ***or***
* Posting in the freepost envelope provided.

A relative, friend or carer could help you with taking the photo and sending it to us if you are unable to do this yourself. Please retain a copy of this consent form for your records.

If we do not receive a completed consent form from you before the [insert date 2 weeks after this letter was written] we will contact you again (by post or phone) to see whether you have made your decision.

If you would like to talk to someone about the CCP-UK study, please call [insert name of local investigator/nurse, telephone, time available].

Thank you for taking the time to read this letter.

Yours sincerely

[Insert name of PI or nurse]. On behalf of the CCP-UK research team