 [\*\*\*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 of NOK *if known* or “relative of [patient name]”]

**Re: ISARIC/WHO Clinical Characterisation Protocol UK (CCP-UK)**

I am [insert name and job title] who [personalise this section and add whether you looked after their relative if applicable] your relative, [insert relative’s name], in [insert hospital and month]. Please accept our sincere apologies for contacting you at such a difficult time but we would be very grateful if you could assist us in regard to the matter outlined below.

While [insert patient name] was in hospital they had samples taken to help the medical team looking after them try to understand their infection and how best to treat them. These samples were used in the care of [insert patient name], however, there was a small amount of sample left over that was not needed at that time.

We are contacting you now to ask your permission to use [insert relative’s name] samples in the CCP-UK study. Enclosed is a leaflet that explains about 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 relative’s samples to be used in the CCP-UK study and return it to us by:

* Taking a clear photo of your consent form and sending it via Whatsapp (an encrypted messenger service to) [insert 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 if one is 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.

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 CCP-UK, please call [insert name of local investigator/nurse, telephone, time available].

Finally, may we extend our sympathy to you and to all of [insert relative’s name] family and friends at this difficult time.

Thank you for taking the time to consider this request.

Yours sincerely

[Insert name of PI or nurse]

On behalf of the CCP-UK research team