

Name of Recipient F11 to next
Address Line 02
Address Line 03
Address Line 04
Address Line 05

Date Insert date

Ref: Our ref here

Subject

Dear [name of person who sent in the yellow card report]

Your views on reporting to the Yellow Card Scheme

We recently sent you a letter along with a questionnaire. If you have already sent off your completed questionnaire, please ignore this letter and we apologise for causing any inconvenience.

If you have not sent off the questionnaire yet then this letter is a reminder that we are working with researchers from four universities in England to try and find out what people think about reporting side-effects from medicines, and how easy they find it to make a report. We have contacted you because you sent us a report recently on a side effect from a medicine.

With this letter is enclosed another copy of the questionnaire. We would be grateful if you would fill it in and send it off in the reply paid envelope provided. Please note that it is your choice whether or not to fill in the questionnaire and your health care will not be affected in any way if you choose not to send the questionnaire back.

If you decide to send back the questionnaire, it will go to researchers at the University of Nottingham. The research team has been given approval by an NHS Research Ethics Committee (the Derby Local Research Ethics Committee) to do this study. Please note that the researchers have **not** been given your contact details. If you decide to send back the questionnaire you do not need to give your contact details unless you volunteer to give your telephone number for a telephone interview.

Yours sincerely,

Mick Foy
Group Manager
Vigilance and Risk management of Medicines
Direct line 020 7084 2633