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| --- |
| **Survey Incentive**  **Tangible Item NOTIFICATION**  ***[PLACE ON DEPARTMENTAL LETTER HEAD]*** |

**[DATE]**

TANGIBLE ITEM NOTIFICATION

**[STUDY TITLE]**

Reference KFS **[KFS ACCOUNT #]**

Dear **[PARTICIPANT NAME],**

Congratulations. For your participation in the study **[STUDY TITLE]** conducted by **[TITLE/NAME]** at the University of Maryland, you will receive a **[ITEM]** delivered to this address.

Delivery of the **[ITEM]** is contingent upon your signing this notification and returning by the enclosed self addressed, stamped envelope. Alternatively, you could sign this notification, scan it, and return it via email attachment to [EMAIL].

I, **[PARTICIPANT NAME]**, having been notified that I will receive **[ITEM]** for participating in the study titled [**NAME OF SURVEY/KFS ACCT#]** agree to sign and return the Memo of Receipt upon receipt of the [**ITEM].**

I understand that the [**ITEM**] will not be mailed until I have signed and returned this Notification.

Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Thank you for your attention to this matter. Please call or email if you have any questions.

Sincerely,

**[DEPARTMENTAL REPRESENTATIVE NAME]**