## Letter of Invitation

[Insert institutions’ logos as header]

[INSERT date]

[INSERT Name]

[INSERT Address 1]

[INSERT Address 2]

Dear Optical Service Owner,

**Research Study Title:** Quality of Refractive Care

I am writing this letter to notify you about a Quality of Refractive Care research study that is being conducted by *[INSERT* organisations *of all the study investigators].* The study aims to understand the quality of refractive services in [INSERT Location]. This research has been reviewed and approved by [INSERT name of Human Research Ethics Committee / Institutional Review Board who provided approval].

Please find a Participant Information Statement and a Form for Withdrawal of Participation. If you **do not** wish to participate in the study, please complete the attached form.

Your participation in the study is voluntary, therefore, you have full rights to accept or refuse to participate. A decision to refuse will not affect your relationship with [INSERT organisations of all the study investigators].

Should you have any queries about the study, please do not hesitate to contact the study team at any time.

Thank you for your cooperation.

Yours sincerely,

[Principal Investigator Name]