[On appropriate Letterhead]

[Date]

Dear Participant,

We hope that this [letter/message] finds you well.

Regretfully, we need to inform you that the study in which you are participating, [IRB#, Title,] will no longer be continuing due to a [state reason, e.g., the federal agency’s] decision to terminate its funding.

[If the study involved compensation, otherwise delete this paragraph:] When you agreed to participate in the study, you were told that you would receive some compensation for participation. [If compensation is still available:] You can expect to receive your remaining compensation of $X by [date] by [mail, emailed gift card, etc.] [If they will no longer receive it, state something like:] Unfortunately, because funding has been terminated, we are unable to provide you with the compensation promised. We sincerely apologize for any inconvenience or dissatisfaction that this causes you.

[If private, identifiable information was collected, otherwise delete this paragraph:] During your participation in the study, we collected information about you that can tell the study team who you are. With the closure of this study, we will be [for example:] deleting the information that can be used to identify you. We will keep the de-identified data that was collected during the study for [for example:] analysis and future research as described in the consent document that you signed.

If you have any questions, please do not hesitate to contact [study team contact information]. If you have questions about your rights as a research subject, or wish to discuss any questions or concerns with someone outside of the study team, you can contact the UC San Diego Office of IRB Administration by emailing [irb@ucsd.edu](mailto:irb@ucsd.edu) or by calling 858-246-4777.

Thank you for your participation in our study. Participants like you help to advance research that can eventually benefit many other people.

Best wishes,

[PI name]

[PI title]