January 28, 2021

`r proxy\_first\_name`

`r proxy\_last\_name`

`r proxy\_address`

`r proxy\_city`

,

`r proxy\_state`

`r proxy\_zip`

RE: Memory & Aging Project 7 Year Follow-Up Visit –

`r map\_7yr\_date1`

**at**

`r fu\_time\_7yr`

**and**

`r map\_7yr\_date2`

**at**

`r fu\_time2\_7yr`

Dear

`r proxy\_salutation`

`r proxy\_last\_name`

,

Thank you for being the **Memory & Aging Project (MAP) Study Partner** for

`r first\_name`

. The first day of

`r pronoun\_poss`

7 year follow-up visit is scheduled for

`r map\_7yr\_date1`

at

`r fu\_time\_7yr`

**and will last approximately 7 hours**. The second day of

`r pronoun\_poss`

visit is scheduled for

`r map\_7yr\_date2`

at

`r fu\_time2\_7yr`

**and will last approximately 4 hours**. Your presence is required on

`r map\_7yr\_date1`

at

`r fu\_time\_7yr`

**for approximately 1.5 hours.** Your presence is not required on

`r map\_7yr\_date2`

at

`r fu\_time2\_7yr`

, however you are welcome to attend. We have enclosed several important documents for

`r pronoun\_poss`

visit:

1. **Directions.** The first day of

`r first\_name`

’s appointment will start at the Vanderbilt Memory and Alzheimer’s Center, located on 1207 17th Avenue S., Suite 204, and end at the Vanderbilt University Medical Center, located on 1210 Medical Center Drive (noted with stars on the enclosed maps). Upon

`r pronoun\_poss`

arrival at the Vanderbilt Memory & Alzheimer’s Center, please instruct

`r first\_name`

to park in a visitor parking space in the Zone 1 Parking Lot directly next to the building. After completing the scheduled study assessments at the Vanderbilt Memory & Alzheimer’s Center,

`r first\_name`

will travel to the Vanderbilt University Medical Center and valet park at the hospital entrance on 1210 Medical Center Drive – valet parking is free. A MAP team member will meet

`r pronoun\_obj`

inside the hospital lobby. The second day of

`r first\_name`

’s appointment will be held exclusively at the Vanderbilt University Medical Center, where

`r pronoun`

1. will once again valet park and be met by a MAP team member. If you’re attending the visit and driving separately, the MAP team member will also meet you at the valet.
2. **Study Itinerary and Visit Instructions.** We have included a study visit itinerary with a schedule and instructions for how to prepare for the day. **It is important that**

`r first\_name`

1. **carefully reads the visit day instructions and closely follows them**.
2. **Consent Statement.** This document describes the MAP Study. You and

`r first\_name`

already completed this form when you originally came in for

`r pronoun\_poss`

enrollment visit, but we ask that you complete and sign this document again at each follow-up visit. Please read the form thoroughly. If you have questions, please let us know.

`r first\_name`

will sign a copy of this form at

`r pronoun\_poss`

1. visit, and your signature will also be required. If you will not be attending the visit, we will mail you a copy to sign and return.
2. **Study Partner Packet.** This packet is for you. Please complete these questionnaires prior to

`r first\_name`

’s visit. If you will not be attending, please have

`r first\_name`

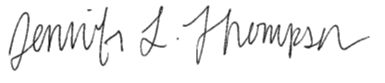
bring your completed forms to

`r pronoun\_poss`

1. appointment.

If you have any questions, you may reach us at **615-347-6937**. Thank you for your contribution to our research.

Sincerely, 



Jenn Thompson Marissa Moore

Memory & Aging Project Coordinator Memory & Aging Project Coordinator

Email: [jennifer.l.thompson.2@vumc.org](mailto:jennifer.l.thompson.2@vumc.org) Email: [marissa.e.moore@vumc.org](mailto:marissa.e.moore@vumc.org)

Study Phone: 615-347-6937