



<insert date>

Dear <insert name of Guided Participant>,

Congratulations on your continued participation in the Keep It Off study. We hope that the support you are receiving is helping you meet your weight loss maintenance goals. At the beginning of the study we promised you graphs, every other month that showed your self-reported weights starting approximately eight months after you had your first Keep It Off in-person visit. Unfortunately, we cannot provide you with a graph, because you have not reported any weights.

We understand that you might not find reporting weights to be a valuable part of the study, but if you change your mind, please call me at 952-967-6760 or email me at keepitoff@healthpartners.com and we can come up with a weight reporting procedure that will work for you either via our website at www.keepitoff-hprf.org, via email or voicemail. In the mean time, please accept this enclosed <insert gift> as a small gift to applaud you for your continued efforts to eat healthy, be physically active and keep your weight off and to thank you for your commitment to the Keep It Off Study!

Sincerely,

Participant's Keep It Off Coach



<insert date>

Dear <insert name of Guided Participant>,

Congratulations for your continued perseverance and commitment to maintaining your weight. Enclosed you will find a graph which shows your weight history since enrolling in the program. We have also noted on the chart the weight which you reported as your highest weight prior to starting your weight loss. So, while you have had some challenges maintaining your weight, you can see that you are still <insert number> pounds below that weight and we congratulate you for your efforts!

<Insert one to two sentences tailored to participant's weight status.> You may already be back on track with your eating, exercise and weight management efforts, but if not, here are some ideas from your restart plan that may help you get back on track:

- 1.
- 2.
- 3.

We've also enclosed a <insert gift> as a small gift to applaud you for your continued efforts to eat healthy, be physically active and keep your weight off and to thank you for your commitment to the Keep It Off Study!

Don't forget—you can always call me at 952-967-6760 or email me at keepitoff@healthpartners.com for advice and support!

Sincerely,

Participant's KIO Phone Coach



<insert date>

Dear <insert name of Guided Participant>,

Congratulations! As you can see from the enclosed graph, you've been doing a great job maintaining your weight loss since you joined the Keep It Off study. <Insert one or two sentences or phrases tailoring letter to participant.>. You may want to put this graph where you will be reminded of your accomplishments and use the graph as a motivator in case you encounter barriers to maintaining your weight loss.

We've enclosed a Keep It Off sticky note pad as a small gift to applaud you for your commitment to the healthy eating and activity changes you have made!

During our next check-in call, don't be shy about sharing the secrets of your success!

Sincerely,

Participant's KIO Phone coach