[Letterhead, date, address information is customizable]

[Information identifying study]

[Dear Participant],

We planned to provide ClinCard(s) to thank participants for taking part in this study. However, the COVID-19 situation means that we instead need to substitute a(n) [egift card to XXXX] in the same amount as initially planned.

We apologize for any inconvenience this may cause. Please contact [the study team/Dr. XXXX/etc.] with any questions or concerns you may have. And thank you again for your participation in this study.

Sincerely,

[Signatures, titles, etc. is customizable]