*This sample is for researchers to use as a guide in developing their study materials. Instructions to the researchers are written* *in* ***[square brackets in bold italics]*** *and should be deleted. Instructions that are* *in* ***[square brackets, bold italics, and are blue]*** *need to be replaced with details specific to the study and changed to* black, un-bolded, un-italicized*, and removed from square brackets before uploading the material to the research ethics application.****Please also delete this instructional paragraph.***

**\*\*Please review the Guide to Creating an Information Letter and Consent Form for additional details\*\***

Date: ***[insert date]***

Dear Resident:

I am a fourth-year student in the Department of ***[insert department]*** at the University of Waterloo conducting research under the supervision of Professor ***[insert Professor name]*** on the use of outdoor space in townhouse developments. Townhouse developments are one of the fastest growing types of housing developments in South-western Ontario, and Kitchener-Waterloo has become a prime area for development. Because you are a resident of a townhouse development, we would like to receive your feedback and opinions for this study.

Participation in this study involves completion of the attached survey. Completion of the survey is expected to take about ***[insert time commitment*]** of your time. The questions are general (for example, which of the following recreational facilities are available in your townhouse development?). You may skip any question you prefer not to answer. There are no known or anticipated risks to participation and participation is voluntary and anonymous in that we do not ask for your name or any identifying information. It is not possible to remove your data from the study once collected because ***[insert reasoning e.g., data is anonymous, all identifying information is removed from the data immediately]***. The data collected will be kept for a period of at least ***[insert number of years]***.

This study has been reviewed and received ethics clearance through a University of Waterloo Research Ethics Board (REB ***[####] [Replace#### with the file number that is listed at the top of your ethics application]***). If you have questions for the Board, contact the Office of Research Ethics, toll-free at 1-833-643-2379 (Canada and USA), 1-519-888-4440, or reb@uwaterloo.ca.

For all other questions, please contact ***[insert researcher name and contact information].***

If you are interested in participating in this study, please return the completed questionnaire in the self-addressed, stamped envelope by ***[insert preferred return date].*** If after receiving this letter, you have any questions about this study, or would like additional information to assist you in reaching a decision about participation, please feel free to contact Professor ***[insert name of Professor]*** at 519-888-4567 ext. ***[insert ext.] [insert University of Waterloo email address]***.

Thank you in advance for your interest in this project.

Yours sincerely,

***[Insert Student Investigator Name]***

***[Name of University of Waterloo Department]***
***[Contact Telephone Number]* *[For privacy reasons, do not include personal contact number for Student Investigator(s) if applicable.]***

***[University of Waterloo Email Address]***

***[Please check that all relevant study details are included, changes are made to the document to accurately describe the study and procedures, and delete the instructional text printed in bold italics before submitting to the Office of Research Ethics for review.]***