*This sample is for researchers to use as a guide in developing their study materials. Instructions to the researchers are denoted within* ***[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.***

***[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 name of course instructor/project supervisor]*** 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. As a resident of one such townhouse complex, your opinions may be important to this study. I would appreciate the opportunity to speak with you about your experience on this topic.

I plan to conduct this research as a door-to-door survey between the hours of 5 pm and 8 pm and expect to be in your neighbourhood during the week of ***[insert time frame]****.*However, I would be happy to arrange another time if you prefer. Your involvement in this survey is entirely voluntary and there are no known or anticipated risks to participation in this study. If you agree to participate, the survey should not take more than about ***[insert time commitment]****.* The questions are quite general (for example, ***[insert a few questions]***)*.*You may decline answering any questions you feel you do not wish to answer. Your identity will be confidential and will be grouped with responses from other participants. Further, you will not be identified by name in any thesis, report or publication resulting from this study. The data collected will be kept for at least ***[insert number of years]***.

This study has been reviewed and received ethics clearance through a University of Waterloo Research Ethics Board***.***

For all other questions, or if you 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.]****.*

Thank you in advance for your interest in this project.

Yours sincerely,

***[Name of Student Investigator]***  
 ***[Name of University of Waterloo Department]***

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

***[Please revise this letter to describe your study, check that all relevant study details are included, and delete the instructional text printed in bold italics before submitting to the Office of Research Ethics for review.]***