*This document is a sample for researchers to use as a guide in developing their study materials. Instructions to the researchers are denoted within square brackets in italics, and should be deleted/replaced before uploading the application to the research ethics application.*

Dear ***[Insert Name]***,

I am writing to thank you for a stimulating meeting last week. I had not been aware of your extensive involvement in the campaign before our conversation. It was indeed a pleasure meeting you.

My project, ***[insert title of project]***, is proceeding according to design, and in particular my research for the chapter on ***[insert chapter focus]*** is nearing completion. As you know I have already been through the major archival collections, and am now seeing a few more individuals such as yourself who can lend additional information and insights. Thank you for suggesting ***[insert name of contact]*** as a potential source.

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, at 1-519-888-4567 ext. 36005 or reb@uwaterloo.ca.

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

I hope you will get in touch with me if further thoughts occur to you about the subject of our conversation, particularly if you decide in retrospect that you would like to designate some of it for non-attribution.

I shall as promised, be sending you a typescript copy of the chapter, for your criticism and comments. I expect it to be ready for your review by October or November.

 Sincerely,

***[Insert Principal Investigator Name]***

***[Insert Principal Investigator Contact Information]***