*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.***

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

I am writing to thank you for the stimulating meeting last week. I had not been aware of your extensive involvement in ***[insert details/purpose of participation]*** before our conversation. It was a pleasure meeting you.

My project, ***[insert title of project]***, is proceeding according to design, and 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, toll-free at 1-833-643-2379 (Canada and USA), 1-519-888-4440, or reb@uwaterloo.ca.

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

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

As promised, I will be sending you a typescript copy of the chapter, for your review and comments. I expect it to be ready by ***[insert date]***.

Sincerely,

***[Insert Researcher Name]***

***[Insert Researcher Contact Information]***

***[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.]***