*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],***

Enclosed is a draft copy of chapter ***[insert chapter title],*** that will form part of my book/thesis which has the full title ***[insert title of book/thesis].***

I hope you like the chapter, and in particular I hope you will find that I have been faithful to the information you gave me and to the general circumstances of the ***[situation/occurrence discussed]***as you described them. You will note that some other sources, listed in footnotes, had views somewhat different from your own.  If you feel that I have misrepresented you in any way, or if my presentation of events with which you were connected is not as you remember them, I invite you to send me your comments and I shall take them into consideration as I revise this draft.

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].***

Historical writing, as you know, is an interpretive act, but as professionals we endeavour to tie our interpretations rigorously to the factual record.

I look forward to receiving your critique within the next two weeks.  If you do not have time to write things down, feel free to give me a call at ***[phone number which is not a home phone number]****.*

Sincerely,

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

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