

# Example survey information letter



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[Address]

[Addressee]

[Date]

Thank you for taking part in the Living in Britain survey last year. Once again, the survey was a great success and the information you provide is a key source for policy and academic researchers to get the facts and figures they need to understand how our society is changing over time.

As a token of our thanks please find enclosed your [amount] gift voucher for this year's survey. Your interviewer will be calling soon and I hope you will be able to help us again this year. They will be happy to make an appointment if they call at an inconvenient time. Your participation is greatly appreciated.

The interview will take approximately 45 minutes of your time. The data are used for statistical analysis only and your personal details will remain strictly confidential.

If you have children aged between 11 and 15, I hope you will allow them to answer our 'Youth Questionnaire'. The questionnaire asks for their opinions and hopes for the future. All those taking part will be given a [amount] gift voucher by the interviewer.

The website [website address] has information about the survey and some of the research being carried out. So if you have access to the internet, please take a look. If you have any queries you can call [Name] on [Tel nr]. You can also email us at [email address] or write to the Freepost address above.

Yours sincerely,

[Signed]

[Name]

[Address]

Living in Britain

[www.ukdataservice.ac.uk](http://www.ukdataservice.ac.uk)

[help@ukdataservice.ac.uk](mailto:help@ukdataservice.ac.uk)

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