SAMPLE LETTER FOR AN ANONYMOUS MAIL SURVEY

Dear Prospective Participant,

My name is__________. I am a (student/faculty member/staff member) from the University of Denver. I am conducting an anonymous survey about ___________(what and why studying it). To participate, you must be 18 years or older. The survey is voluntary.

Since your answers are to remain anonymous, PLEASE DO NOT PUT YOUR NAME ON THIS SURVEY.

The survey will take (approximate time). Please answer the questions to your comfort level.

The results will be reported for the group of respondents as a whole.

Thank you for your consideration.

[Include the deadline and instructions for returning the survey:]

[If you would like respondents to have access to the results, include instructions for obtaining a copy:]

Sincerely,

(Provide your name and contact information)