

Sample Letter for an Anonymous Mail Survey

Dear Prospective Participant,

My name is *[insert name]*, and I am a *[faculty member/student/]* from the *[department]* at the University of Denver. I am conducting an anonymous survey about *[insert description of study]*. You're eligible to be in this study if you *[insert eligibility criteria]*. This survey is voluntary.

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

The survey will take *[approximate duration]*. 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,
[Your name and contact information]

Faculty Sponsor:
[Faculty Sponsor's name and contact information]