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| Office for National Statistics official Logo |  |
| **The Resident or respondent’s name**<ADDRESS\_LINE1><ADDRESS\_LINE2><ADDRESS\_LINE3><ADDRESS\_LINE4> | Accessibility statement in minimum font size 14 with contact telephone and email address |

Date of Issue

Reference Number

Dear Resident or respondent’s name

[Refer to the previous letter and remind the reader of the ask. Explain what the study is about. Cover enough topics so that the study has a broad appeal and does not make the reader feel excluded]

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# How to take part

[Provide instructions on how to take part and the information needed, such as their access code again]

1. Go to **<Website Address>** on your smartphone, tablet or computer.

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1. ****Select “Start Now” and enter your **household access code** in the boxes provided:

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 **1234 5678 9101**

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1. **Complete the study** and submit when done.

[Remind users about data protection and confidentiality when describing the data collection process].

# About the study

**How long will it take?** [Indicate how long the study will take e.g. 10 – 20 mins]

**Who should take part?** [Explain who in the household should take part]

[If answers are allowed by proxy you could include this here]

**When should I complete it by?** [Explain when the deadline for completion is and what, what will happen if they do not take part]

[Thank the reader and include an official signature]

**<signature space> <Title>**