|  |  |
| --- | --- |
| Office for National Statistics official Logo | Crown 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

[Explain who the letter is from and provide any helpful context]

[Introduce what the letter is about, i.e. notice about a forthcoming invitation to take part in an online survey]

v

# Why I should I take part?

[Explain why it is important the household should take part in the study]

[Describe what their data is used for]

# Who should take part?

[Explain who should take part in the study]

# What happens next?

[As this is a prenotification letter, explain what will happen next]

[Include an indicative timescale for the next steps]

[If there is an incentive it might be worth mentioning here]

[Signpost to further details to find out more]

[A statement about data protection and confidentiality is recommended to reassure the reader]

[A statement about not being linked to political parties may also be applicable]

[The sign off should thank the reader and include an official signature]

**<signature space> <Title>**