

April 7, 2015

Jane Smith
4434 Aspen Lane NW
Seattle, WA 123456

Dear Jane,

I am writing to ask your help in a study of new residents being conducted for the state of Washington. This study is part of an effort to learn what draws people to the state, and whether they are happy or unhappy with what they find here.

Your answers are extremely important and will provide helpful insight to my research project. With my findings, I hope to address related issues, assess possible solutions, and implement positive change for all new and current residents in the state of Washington.

It is unclear whether people want either more or less to be done by state government to protect the environment than is now being done. Only by asking people throughout the state to give their honest opinions can we learn what people do and don't want our government to do. The results of this survey will be summarized and provided to all legislators from both political parties for their possible use in the upcoming legislative sessions.

Your answers are completely confidential and will be released only as summaries in which no individual's name can be identified. When you return your completed questionnaire, your name will be deleted from the mailing list and never connected to your answers in any way. The survey is voluntary. However, you can help us very much by taking a few minutes to share your experiences and opinions about Washington state. If for some reason you prefer not to respond, please let us know by returning the blank questionnaire in the enclosed stamped envelope.

If you have questions or concerns regarding this survey, feel free to contact me via email at john.doe@gmail.com. If anyone would like a copy of the aggregate results, simply let me know and I will be happy to provide this information to you. Expected results will be available after May 15, 2015.

Thank you so much for your time in helping me with my research.

Sincerely,

John Doe, Primary Investigator
"Washington State Study on New Residents"

Enclosures