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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 invitation to take part in the study]

[In case the household has completed the study during the time the letter is dispatched, thank the respondent and reassure them that they can ignore this letter]

[If they have not yet completed, remind them that they still can]

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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**

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

# About the study

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

[Include a reminder about the deadline to take part]

[If there is a conditional incentive, you may wish to re-mention it again here or in the top paragraph]

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

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

[Thank the reader and include an official signature]

**<signature space> <Title>**