



Understanding Society

IP 12

IP 12 Other Letters

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- Biological Kit cover letter
- Biological Kit Reminder letter
- Covering letter for Young Persons hair kit
- Incentive letter
- New Entrants letter
- Stable contact letter v1
- Tracing letter GB v1

1st Web reminder letter v1 10+20

<resp_name>
<FF_Address1_fin>
<FF_Address2_fin>
<FF_Address3_fin>
<FF_Address4_fin>
<FF_Address5_fin>
<FF_PostCode_fin>

Reference: [PID]

<<Date>>

Dear [NAME]

If you have already completed your Understanding Society interview online – thank you! We will be sending you your voucher very soon.

If you have yet to complete – doing so has never been easier. Simply follow the instructions below and you can access your personal survey.

Please type the following into your internet browser -

www.understandingsociety.ac.uk/Society

When you've reached the website, you'll be asked to enter your unique username and password:

Username: <USERNAME>

Password: <PASSWORD>

Remember, if you are able to complete your interview online by the 23rd of August, we will send you an extra [XXX] gift card as a thank you for your early co-operation.

If you are not able to complete the survey online, an interviewer will contact you in the next few weeks to arrange a convenient time for an interview.

Yours sincerely,

A handwritten signature in black ink that reads "Michaela Benzeval". The signature is written in a cursive, flowing style.

Professor Michaela Benzeval

Director

Understanding Society

1st Web reminder letter v1

<resp_name>
<FF_Address1_fin>
<FF_Address2_fin>
<FF_Address3_fin>
<FF_Address4_fin>
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www.understandingsociety.ac.uk/Society

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Username: <USERNAME>

Password: <PASSWORD>

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Yours sincerely,

A handwritten signature in black ink that reads "Michaela Benzeval". The signature is written in a cursive, flowing style.

Professor Michaela Benzeval

Director

Understanding Society

Assessment of experience questionnaire cover letter



Contact us:

Participant helpline: **0800 252 853**

Web: **www.understandingsociety.ac.uk/participants**

Email: **contact@understandingsociety.ac.uk**

For details of the study's privacy policy, please see
<https://www.understandingsociety.ac.uk/participants/gdpr>

RESP Name
ff_RESP Name
ff_Address1
ff_Address2
ff_Address3
ff_Address4
ff_Address5
ff_PostCode

Postal_Date

Dear [Name]

Thank you very much for taking part in Understanding Society this year. As you know, this year's interview has had a health focus. Thanks to your and other participants' help we've collected hundreds of biological samples and health measures which will help inform and advance health research.

We would really appreciate your feedback on your experiences of collecting and returning the biological samples and other equipment, or why you choose not to participate. Please find enclosed a short questionnaire for this purpose. Please complete and return it to us on the address given below. Your comments will help us improve similar studies in the future. To thank you for your time that you spend completing this questionnaire, we enclose a £5 voucher.

Yours sincerely,

Michaela Benzeval

303970/Letter 55

Your continuing participation is very important to us. Please let us know if you move by using the form on the Understanding Society website at www.understandingsociety.ac.uk/participants, Freephone 0800 252 853 or return this card in the Freepost envelope (no stamp needed). To say thank-you we will send you a £5 voucher.

Name: RESP Name

PIO: ff_PID

MOVING FROM

ff_Address1

ff_Address2

ff_Address3

ff_Address4

ff_Address5

ff_postCode

MOVING TO

New Address: _____

Home Phone: _____

(inc STD code)

Postcode: _____

Mobile: _____

E-mail address: _____

Date of move: _____

- Please let us know who will be living with you
- at your new address. Please list their full names
- below as we may like to ask them to take part in
- Understanding Society in the future. If possible,
- please provide their mobile number.

• Name: _____

• Mobile: _____

• Name: _____

• Mobile: _____

• Name: _____

• Mobile: _____

• Name: _____

• Mobile: _____

Biological Kit cover letter



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RESP Name
ff_RESP Name
ff_Address1
ff_Address2
ff_Address3
ff_Address4
ff_Address5
ff_PostCode

Postal_Date

Thank you for completing this year's Understanding Society survey

Dear **NAME**

As you know, this year's interview includes collecting some health measures. We have recently given you a kit containing everything you need to collect a hair and a blood sample. If you have already collected those samples and posted them back to us, thank you and please ignore this letter. If you haven't yet returned the samples to us, there is still time to do so. Over the last few weeks hundreds of people across the country have taken part in this year's Understanding Society study and have returned their health measures to us. We hope you will join them as your help makes it a more useful and impactful resource for social and health research.

Please follow the instructions enclosed with the kit on how to collect and return the samples to us.

If you are able to return these samples, we will send you a gift card as a thank you for your help.

Yours sincerely

Professor Michaela Benzeval

Director

Understanding Society

303970/Letter 19

Your continuing participation is very important to us. Please let us know if you move by using the form on the Understanding Society website at www.understandingsociety.ac.uk/participants, Freephone 0800 252 853 or return this card in the Freepost envelope (no stamp needed). To say thank-you we will send you a £5 voucher.

Name: RESP Name

PIO: ff_PID

MOVING FROM

ff_Address1

ff_Address2

ff_Address3

ff_Address4

ff_Address5

ff_postCode

MOVING TO

New Address: _____

Home Phone: _____

(inc STD code) _____

Postcode: _____

Mobile: _____

E-mail address: _____

Date of move: _____

- Please let us know who will be living with you
- at your new address. Please list their full names
- below as we may like to ask them to take part in
- Understanding Society in the future. If possible,
- please provide their mobile number.

Name: _____

Mobile: _____

Name: _____

Mobile: _____

Name: _____

Mobile: _____

Name: _____

Mobile: _____

Covering letter for Young Persons hair kit



Contact us:

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Web: **www.understandingsociety.ac.uk/participants**

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RESP Name
ff_RESP Name
ff_Address1
ff_Address2
ff_Address3
ff_Address4
ff_Address5
ff_PostCode

Postal_Date

Hair sample collection kit for children (10-15-year-olds)

Dear **NAME**

An Understanding Society hair sample collection kit for <<child_name>> is enclosed. Thank you for agreeing to let <<child_name>> participate in this part of the study.

Please make sure you and <<child_name>> read the enclosed information sheet for children and sample collection instructions carefully before collecting the hair sample. Once you have collected the sample please return it to us in the pre-paid addressed envelope provided following the instructions provided.

You can also watch an instruction video online at www.understandingsociety.ac.uk/hair.

If <<child_name>> is not eligible for collecting the sample (for example, if their hair is too short) or if <<child_name>> does not want to provide a hair sample, please return the un-used kit using the pre-paid addressed envelope provided.

If you have any further questions please contact us on 0800 252 853.

Once again, thank you for agreeing to help Understanding Society in this way.

Yours sincerely

Professor Michaela Benzeval

Director, Understanding Society

Institute for Social and Economic Research, University of Essex

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Your continuing participation is very important to us. Please let us know if you move by using the form on the Understanding Society website at www.understandingsociety.ac.uk/participants, Freephone 0800 252 853 or return this card in the Freepost envelope (no stamp needed). To say thank-you we will send you a £5 voucher.

Name: RESP Name

PIO: ff_PID

MOVING FROM

ff_Address1

ff_Address2

ff_Address3

ff_Address4

ff_Address5

ff_postCode

MOVING TO

New Address: _____

Home Phone: _____

(inc STD code) _____

Postcode: _____

Mobile: _____

E-mail address: _____

Date of move: _____

- Please let us know who will be living with you
- at your new address. Please list their full names
- below as we may like to ask them to take part in
- Understanding Society in the future. If possible,
- please provide their mobile number.

Name: _____

Mobile: _____

Name: _____

Mobile: _____

Name: _____

Mobile: _____

Name: _____

Mobile: _____

Incentive letter



Contact us:

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Email: **contact@understandingsociety.ac.uk**

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<https://www.understandingsociety.ac.uk/participants/gdpr>

RESP Name
ff_RESP Name
ff_Address1
ff_Address2
ff_Address3
ff_Address4
ff_Address5
ff_PostCode

Postal_Date

Dear **NAME**

Thank you very much for taking part in the health study this year. We really appreciate your contribution.

Please find enclosed the following vouchers:

<£5 for obtaining your Blood Pressure readings before the interview.>

<£5 for sending us your DBS sample.>

<£5 for sending us your Hair sample.>

<£5 for sending us your child's hair sample.>

If you have any questions relating to the survey, please do not hesitate to contact us by using the contact details below.

Kind regards,

Professor Michaela Benzeval

Director, Understanding Society

Institute for Social and Economic Research, University of Essex

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Your continuing participation is very important to us. Please let us know if you move by using the form on the Understanding Society website at www.understandingsociety.ac.uk/participants, Freephone 0800 252 853 or return this card in the Freepost envelope (no stamp needed). To say thank-you we will send you a £5 voucher.

Name: RESP Name

PIO: ff_PID

MOVING FROM

ff_Address1

ff_Address2

ff_Address3

ff_Address4

ff_Address5

ff_postCode

MOVING TO

New Address: _____

Home Phone: _____

(inc STD code) _____

Postcode: _____

Mobile: _____

E-mail address: _____

Date of move: _____

- Please let us know who will be living with you
- at your new address. Please list their full names
- below as we may like to ask them to take part in
- Understanding Society in the future. If possible,
- please provide their mobile number.

• Name: _____

• Mobile: _____

• Name: _____

• Mobile: _____

• Name: _____

• Mobile: _____

• Name: _____

• Mobile: _____

New Entrants letter



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Email: **contact@understandingsociety.ac.uk**

For details of the study's privacy policy, please see
<https://www.understandingsociety.ac.uk/participants/gdpr>

RESP Name
ff_RESP Name
ff_Address1
ff_Address2
ff_Address3
ff_Address4
ff_Address5
ff_PostCode

Postal_Date

Dear **NAME**

Your household has been selected to take part in Understanding Society, the world-renowned research study.

Understanding Society is a world-renowned and important resource. Leading charities, like Citizens Advice, Age UK and the Children's Society, use the data to support their work. So do top universities and the UK government. This helps them to take the lives of real people into account when making decisions.

Your voice matters

Your participation will help to give a voice to your household, and thousands of people like you. You can help us understand how UK society is changing, and how to change things for the better. We rely on your goodwill and cooperation to make this study a success.

Your interview this year

This year your interview will focus on your health and consists of two parts. The first part is completing a questionnaire online.

Taking part is quick and easy. Just follow the following three steps.

1. Visit www.understandingsociety.ac.uk/society
2. Enter your username: XXXXXX and password: XXXXX
3. Answer the questions in your own time

Please be assured that all the information you provide is treated confidentially.

To say thank you for taking part, [we've enclosed/ if you are able to help this year we will give you]
a [£10/£20/£10+£20/£30 gift-card, which you can spend at high-street shops like Argos, Marks & Spencer, and WHSmith.

303970/Letter 44

Your continuing participation is very important to us. Please let us know if you move by using the form on the Understanding Society website at www.understandingsociety.ac.uk/participants, Freephone 0800 252 853 or return this card in the Freepost envelope (no stamp needed). To say thank-you we will send you a £5 voucher.

Name: RESP Name
PIO: ff_PID
MOVING FROM
ff_Address1
ff_Address2
ff_Address3
ff_Address4
ff_Address5
ff_postCode

MOVING TO

New Address: _____

Home Phone: _____
(inc STD code)
Postcode: _____
Mobile: _____
E-mail address: _____
Date of move: _____

- Please let us know who will be living with you
- at your new address. Please list their full names
- below as we may like to ask them to take part in
- Understanding Society in the future. If possible,
- please provide their mobile number.

Name: _____
Mobile: _____
Name: _____
Mobile: _____
Name: _____
Mobile: _____
Name: _____
Mobile: _____

Health measures

The second part involves us collecting a small number of health measures from you. At the end of the online questionnaire we will ask you if you would be willing to take two simple health measures yourself and send them to us. This is completely voluntary, and if you don't want to do this part of the interview, then you don't have to.

Blood pressure

We would also like to ask you to have your own blood pressure measured before completing the online questionnaire. If you are able to do this, we will send you **an extra £5** to thank you for your time.

[Pro-social appeal group, add: High blood pressure has been called the 'silent killer' with 1 in 10 people living with undiagnosed or untreated high blood pressure. Researchers would like to use Understanding Society to investigate the causes and consequences of high blood pressure, but the data would be much less useful if we were not able to get information about blood pressure from a whole range of people.

You can take the blood pressure measure at home, if you have the equipment available, or alternatively you can visit your local GP surgery, or a pharmacy where this service is offered for free.

[BP information treatment group, add: We believe [NAME] pharmacy at [ADDRESS] near you provides free blood pressure checking and this is one place you may be able to get your blood pressure checked. Please note that pharmacy specific criteria may apply. Therefore we advise calling to confirm before you go. Their number is [#]..]

When you obtain your blood pressure readings, please use the enclosed card to record the measures as well as where and when the readings were taken. We will then ask to report those readings to us during your interview.

If you cannot obtain your blood pressure readings (or if you are pregnant), we would still like you to take part in the interview.

Need to know more?

Call us free on 0800 252 853, email contact@understandingsociety.ac.uk or visit our website at www.understandingsociety.ac.uk/participants.

At the bottom of this letter is a change-of-address card. Please let us know if you change any of your contact details.

With many thanks,

Professor Michaela Benzeval

Director, Understanding Society

Institute for Social and Economic Research, University of Essex

Moving home?

Take us with you.

www.understandingsociety.ac.uk

contact@understandingsociety.ac.uk

FREEPOST RRXX-KEKJ-JGKS

Understanding Society, University of Essex
Wivenhoe Park, Colchester. C04 3SQ



Stable contact letter v1



Date: ____/____/____

Dear _____,

You may be aware that _____ participated in an important research project called *Understanding Society* last year. The study is concerned with how things change over time, and we are hoping to revisit everyone who participated last time, to see how their lives have changed or stayed the same.

Unfortunately, we have been unable to contact the person named above. They gave us your name as a contact in the event of any change in their circumstances, and we would be most grateful if you would let us know their current address and telephone number, wherever they are living now. You can call us on Freephone **0800 252 853**, email us at **contact@understandingsociety.ac.uk** or complete and return the reply slip below in the Freepost envelope provided – you do not need a stamp.

By giving us their name, address and telephone number you are not committing them to be interviewed. Taking part is entirely voluntary, though we very much hope to achieve an interview with everybody who has taken part previously, so that our results give an accurate picture of people's experiences. Once we have their new details, an interviewer will contact them and invite them to take part.

If you have any questions about the study, please visit **www.understandingsociety.ac.uk** or call us using the Freephone number above.

Thank you for your help.

Yours sincerely,

.....
Your Interviewer
Understanding Society

.....
Professor Michaela Benzeval
Director, *Understanding Society*

✂-----

Please complete this reply slip using BLOCK CAPITALS

Name: _____

Address: _____

Postcode: _____

Telephone: _____

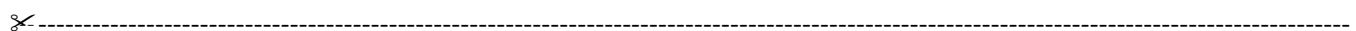
Serial:

--	--	--	--	--	--	--	--	--	--

Person number:

--	--

Please turn over



Please return the completed reply slip in the enclosed Freepost envelope – you don't need a stamp if you post it in the UK.

If you have any queries about this reply slip, or about *Understanding Society*, please call Freephone **0800 252 853** or email **contact@understandingsociety.ac.uk**

Thank you.

Tracing letter GB v1



Date ____/____/____

Dear _____

This time last year we interviewed your household for *Understanding Society*. The study is concerned with how things change or stay the same over time – your participation can help us paint a unique picture of what the UK looks like today and how it is gradually changing.

We would very much like to interview you and your household again this year; however, I called today at the address your household was interviewed at last year and found that you now live elsewhere. I spoke to _____ who did not wish to give your new address or telephone number without your permission, but did agree to forward this letter to you on our behalf.

We would be most grateful if you would let us know your current address and telephone number, wherever you are living now. You can call us on Freephone **0800 252 853**, email us at **contact@understandingsociety.ac.uk** or complete and return the reply slip below in the Freepost envelope provided – you do not need a stamp.

By giving us your name, address and telephone number you are not committing yourself to be interviewed. Once you have confirmed your new details, an interviewer will contact you and invite you to take part. If you are willing, a convenient time for an interview can then be arranged.

The study is being conducted by researchers from the University of Essex, together with Kantar Public. If you have any questions about the study, or would prefer not to be contacted again, please visit the special participants' website at **www.understandingsociety.ac.uk** or call us using the Freephone number above.

Thank you in advance for your help.

Yours sincerely,

.....
Your interviewer
Understanding Society

.....
Professor Michaela Benzeval
Director, *Understanding Society*

✂-----

Please complete this reply slip using BLOCK CAPITALS

Name: _____

Address: _____

Postcode: _____

Telephone: _____

Serial:

--	--	--	--	--	--	--	--	--	--

Person number:

--	--

Please turn over



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Thank you.