

[Use your letterhead]

Date

Dear Manager:

Our research group at [state name of university] (or our organization [state name of organization]) is visiting restaurants in your area to measure the food sources that people in neighborhoods have available to them. Members of our project team are visiting restaurants to look at certain things such as the menu and signage.

We are **not** inspectors or evaluators, nor are we connected with your competitors. As researchers, we follow strict rules to protect any information we collect. We will assign an identification (ID) number to your restaurant, and only the study staff will see your individual information. Information about your restaurant will be combined with others before it is shared outside, and the name of your restaurant will not be used.

Thank you for allowing us to spend a few minutes in your restaurant, recording this information. We may wish to schedule a time to ask you additional questions. Your participation is voluntary, and you may inform us at any time if you do not wish to participate. If you have questions or concerns, please contact me at [insert number].

Best regards,

Name of Project Director  
Title  
University/Organization