

Sample Recruitment Letter or Email

Dear [insert name],

My name is [insert name] and I am a [faculty member/student] from the [department] at the University of Denver. I am writing to invite you to participate in my research study about [insert description of study]. You're eligible to be in this study because you [insert description]. I obtained your contact information from [describe source].

If you decide to participate in this study, you will [insert description of the study activities. If you will provide compensation, state this here. If no compensation will be offered, this information may be omitted. If you will audio or video record, the following sample language may be used: "I would like to audio/video record your (describe activity) and then we'll use the information to (describe)." If the project is funded, describe the funding source.]

Remember, this is completely voluntary. You can choose to be in the study or not. If you'd like to participate or have any questions about the study, please email or contact me at [insert contact information].

Thank you very much.

Sincerely,