[Date]

Dear [Name of Recipient],

Hello, my name is [Insert full name]. I am a student at Westcliff University enrolled in a research for publication course [explain who you are and why you are conducting research]. I am currently working on a research project attempting to identify how English language level impacts motivation at the university level [what is the overall purpose]. I am recruiting fellow university students who have English as a second language to provide feedback on their experience at the university level [explain who you are looking for in this study].

Participation in this study will take approximately 90 minutes. If participating is of interest to you, you will be asked to:

1. Complete an initial survey indicating your experience as a second language learner at the university level (*30 minutes*).
2. Join a one-hour Zoom focus group further elaborating on your experience and motivational levels throughout your time in university (*1 hour*).

Participating is voluntary. There will be no consequences for choosing not to participate or choosing to withdraw from the study at any time. You may withdraw by contacting me at any time to make me aware of your withdrawal.

Please note that confidentiality will be maintained at all times. The data will remain password protected and secured.

If you have any questions or concerns, please contact me directly by phone [provide phone number] or email [provide email]. Please email me should you be interested in participating in this study.

Sincerely,

[Full name]

[Name of University]

[University email address]