**Template: Recruitment Letter**

Dear **[Name]**,

My name is (insert name), and I am a **[ doctoral student, faculty member, staff, etc.]** in the **[college affiliation]** at Westcliff University. I am conducting a research study examining **[describe purpose of your study].**

You are being invited to participate in the study because you are **[inclusion criteria for [participants]**.

 If you are interested you will **[provide an explanation of how they participate including the research activities (e.g., survey, interview, etc.)]**. Participation will take **[amount of time]**. **[Include compensation if any is being offered]**.

Participation in this study is voluntary.  Your identity as a participant will remain **[confidential]** during and after the study. There are no known risks involved in this research **[or state the risks if there are any].**

If you have questions or would like to participate, please contact me at **[provide your contact information]** and I will follow in a separate email/letterwith additional information and further instructions.

Thank you for your consideration to participate in this research study.,

Your Name

[Doctoral Student, Faculty or Staff Member]

Email: studentname@email.com