

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/letter with 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