**Recruitment Email or Letter Template**

Subject Line: Request for research participation [include the subject line for emails]

Dear *(Name of the potential participant. If unknown, you can use a general title of participants such as: Student, Patient, Faculty/Staff/Community member etc.)*

Hello, my name is [insert PI’s or Co-Investigator’s Name], and I am a researcher from Wayne State University in the [insert college/department]. We are conducting a research study about [insert a general statement about the study in simple terms].

The title of the study is [insert title of study].

[select one the appropriate examples]

*Example #1:*

Your email was identified by [insert how the potential participants contact information was obtained].

or

*Example #2*

You previously participated in a research study about *(insert study topic)*. At that time, you indicated an interest in possibly participating in future research.

If you decide to participate in this study, you will be asked to complete [questionnaire, interview, focus group participation, etc. (select appropriate method)] that will take about [state how long research activities will take] to complete.

Your participation in this research is voluntary. You are free to not answer any questions that you don’t want to answer.

To learn more about this research study and your rights as a research participant please see the Research Information Sheet that is provided [insert link or attach]. Please review this information before you proceed to the survey [include for surveys and questionnaires].

If you would like additional information about this study, please call or email [insert name of PI] at [insert telephone number and or email address – Please use WSU or WSU affiliate email accounts. Please do not use Gmail, yahoo etc.].

[select one the appropriate examples]

*Example #1- Survey:*

If you would like to participate, click on the survey link [include link for surveys and questionnaires].

*Example #2- Interview or Focus group:*

If you would like to participant in the [interview, focus group participation, etc. (select appropriate method)] respond to this email regarding [interview, focus group participation, etc. (select appropriate method)] times and dates. The [interview, focus group participation, etc. (select appropriate method)] will take place [in-person at (state location), Zoom, Microsoft Teams, describe the method/location of data collection].

Thank you for considering participating in this study.

Sincerely,

[Insert name of PI with title/credentials and email signature, Name of faculty advisor/mentor, study team, co-investigators (as needed or appropriate)]