**RECRUITMENT LETTER TEMPLATE**

**Updated 9/14/2020**

**Instructions for Research Team:**

If at any time during this process you have any questions, please do not hesitate to contact the IRB at 423-439-6053. We will be happy to assist you.

This template is for recruitment purposes and does not serve as an informed consent document. This template can be altered in any way as needed but must include the word “research.”

Hello,

I am a (title) at East Tennessee State University (ETSU), and I am conducting a research study that involves (purpose). I am looking for people who (eligibility criteria). This study involves (methods –ex. survey, focus groups) which should take about (time expected). The (method) will take place (location – online, on the campus of ETSU). Please think about participating. Participation is voluntary. If you have any questions please contact me at (email or phone number). [Include more information if needed]

[For studies involving online surveys]

If you want to learn more about this survey please follow the link here: www.surveyplaceholder.com

Sincerely,

Name  
Title

East Tennessee State University

Contact Information