Note: This document is intended to be used as a template and must be updated to be specific to your research project.Instructional text is presented inblue emphasis font. Please delete any instructional text and any information that is not applicable to your research project prior to REB submission.

**E-mail Recruitment**

**Subject Line**: Invitation to participate in research OR insert other neutral, non-incentivizing subject line

Hello,

I received your email address from insert method of obtaining contact information. My name is insert name and I am a(n) undergraduate/graduate student working under the supervision of insert supervisor's name in the department of insert department at Wilfrid Laurier University. As part of my undergraduate/graduate degree, I am conducting a research study on insert lay description of study purpose. Given your role as/experiences with/expertise in… etc., I feel that you are well suited to provide insight into this topic and I would like to invite you to participate in this study.

If you decide to volunteer for this study, your participation will consist of insert summary of what participants will be asked to do, time commitment, and location. If applicable:In appreciation of your time, you will receive insert incentive details.

Participation in this study is voluntary and the final decision about participation is yours. This study has been reviewed and received ethics clearance through the Wilfrid Laurier University Research Ethics Board (####).

If this email is being sent for recruitment only and the potential participant is being asked to contact the researchers if they wish to participate:

If you would like more information on this study or would like to receive a letter of information if not already attached to this email about this study or if you would like to participate, please do not hesitate to contact me at insert student investigator’s mylaurier.ca/wlu.ca e-mail address. You may also contact my supervisor at insert PI/faculty supervisor’s contact info.

If this email is being sent to introduce an online survey, the survey link should be provided, and the first page should be the letter of information/consent form as approved by the REB:

If you would like to participate in this study, please click on the link below to access the letter of information and survey link.

Sincerely,

Insert researcher's name, affiliation, and Laurier contact information

Insert faculty supervisor's name, affiliation, and Laurier contact information