**DIRECTIONS**

**Recruiting Email**

*This document is an example. There are various ways to set up this document. This is just one example for you to use.*

* Read the recruiting email and adapt the text to fit your research.
  + Adapt **ORANGE TEXT** to fit your research.
  + Delete all **RED TEXT** from the document.
* Format the document to un-bold the text and change the color font back to black.
* Note this email template can be used when directly contacting the participants.

**Recruiting Email Directly to Participants**

Dear **(Sir/Madam)**,

I hope this email finds you well. My name is **{Researcher’s Name}** and I am a **{affiliation}** at Texas Tech University in the department of **{Department Name}**. I am conducting a research study on **{purpose of research}**.

I am reaching out for your assistance in conducting this research. For this study, I am looking for **{target population and inclusion/exclusion criteria}**. I am including an information sheet that provides more details about this research. You will be asked to **{Provide brief detail on the tasks/procedures}**. Your participation is completely voluntary, and you can stop at any point in the study. **{If you are providing compensation/incentive provide the details}.**

If you feel that you could participate in this study, please feel free to contact me at **{researcher’s email}** or by calling **XXX–XXX–XXXX**. You may also contact the Human Research Protection Program at Texas Tech University for any questions regarding the rights of participants. Their phone number is (806)-742-2064, and their email is [hrpp@ttu.edu](mailto:hrpp@ttu.edu).

I am truly grateful for your time and consideration in helping me conduct this research. I look forward to hearing from you soon.

Thank you,

**{Name}**

**{Title/Position}**

**{Department}**

Texas Tech University