**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 if you are using a liaison or third party to help with recruitment.

**Recruiting Email to Liaison**

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 asking that you forward this information to **{target population/Inclusion criteria}**. I have included an information sheet that provides more details about this research. **{Target population}** will be asked to **{provide brief detail on the topic and tasks/procedures}**. Their participation is completely voluntary, and they can stop at any point during the study. **{If you are providing compensation/incentive provide the details}.**

If you have any questions regarding this research, 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).

We are 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