**Subject Line: Invitation to participate in research – Research Title**

Hello,

My name is Insert Name and I am a student/researcher/research assistant at Seneca College in the Insert Program’s name/Department/School etc. I am contacting you to see if you would be interested in participating in my study about Insert short description of topic and purpose of study. **[If you are a student, include the following sentence:]** This research is being done as part of my Undergraduate Capstone/Masters/PhD project and my supervisor’s name is Insert Supervisor’s name and title.

To participate you need to be Include eligibility criteria, e.g. between the ages of 18 - 30 and a current college student.

Participation in this study involves completing an on-line survey. Participation in this study would take approximately Insert amount of timeof your time.

I would like to assure you that the study has been reviewed and received ethics clearance through the Seneca Research Ethics Board. However, the final decision about participation is yours. Your participation is completely voluntary. **[Insert this sentence if someone is sending this email on your behalf:]** Insert name is forwarding this invitation on behalf of the research team, he/she/they will not know who has or has not participated in the study. **[Insert this sentence if you have any previous relationship with a potential participant:]** And if you choose not to participate it will not impact our relationship [insert this if you know the potential participant], or your relationship with [insert any agency you might be recruiting from/supporting your recruitment] or Seneca College.

If you are interested in participating, click on the link below to access the letter of information and survey.

<Insert Link>

\*If you will be sending a reminder email, please make it clear in this email that you will be sending a reminder, when it will be sent and how many reminders you will send.

Sincerely,

Researcher’s name

Researcher’s affiliation

Researcher’s email address and/or phone number