**Sample Recruitment Letter or Email to Participate in a Survey**

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Subject (or potential staff member subject),

My name is \_\_\_\_\_\_\_\_\_\_\_ and I work (or am a student) at \_\_\_\_\_\_\_\_\_. I am currently working on my evidence based project/research/QI study (select which it is) entitled “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”.

This project involves (*example*- “3 half hour simulation training sessions during the time period January 11, 2018 to April 3, 2018 and a pre and post survey”…….)

The purpose of this project is to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

You are invited to participate in this study by completing the survey via the link below. The survey is to gain an understanding of your …….\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (whatever you want it to be).

It is anonymous and confidential. You do not have to complete the survey if you do not want to. It will not affect your employment and your supervisor will not know if you did or did not participate. All survey responses will be tabulated in aggregate form and no individual responses will be reported. Responses will be keep on a password protected computer and data will be deleted at the conclusion of the project. Any hard copies of the data will be shredded and placed in a confidential recycle bin.

This project has been approved by the Methodist Hospital Institutional Review Board (IRB) as well as the \_\_\_\_\_\_\_\_\_\_\_(write your academic institution) information here as applicable.

The survey will take \_\_\_\_ minutes to complete.

Your permission to participate is implied by clicking on the link and completing the survey.

Link to survey \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for participating. If you have any questions my contact information is noted below. If you need to contact the Methodist Hospital IRB call 402-354-4038.

Investigator name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Investigator contact information (phone and email) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_