***Recruitment Letter Template***

***Note to the Investigator:*** *Use this template to create your own recruitment letter. Because recruitment letters can widely vary, you should make changes as applicable to your study. This template is for use as a guide or example and does not need to be copied verbatim for each project.*

*More information on recruitment and advertising guidelines can be found in the Investigator Guidance Series: Recruitment Methods and Advertisements on the IRB website. The IRB strongly recommends investigators and study staff read the aforementioned guidance prior to submitting recruitment plans and any related materials.*

***DIRECTIONS FOR USE OF THIS TEMPLATE:***

* *Read guidelines/instructions and complete as applicable for your project. Delete the template guidelines/instructions from the final copy.*
* *Example text may be used if needed but should not be italicized.*
* *Instructions in red font should be replaced or deleted.*

Begin the document as you would a typical business letter with the date, name and address and salutation. You may use data fields in the letter if you plan to merge your letter with a database. Also, you may want to include the name of your study in a subject line. Below is an example of a typical header for a recruitment letter:

*Example:*

 *<<Date>>*

*<<Name of potential participant>>*

*<<Address>>*

*<<City, State, Zip>>*

Re: *<<insert the title of the study and the investigator’s name>>*

Dear *<<insert name>>*:

Begin the letter with an introduction and identification of the project.

*Example: I am writing to let you know about an opportunity to participate in a research study about <<insert study topic>>. This study is being conducted by <<insert name of investigator>> at the <<insert affiliation, e.g. University of Utah, Primary Children’s Hospital, Shriners Hospital>>. This study will <<insert brief description>>.*

The letter should explain how the person sending the letter obtained the contact information for the potential participant. For example, if the letter is being sent from the treating physician on behalf of a researcher, the letter must state that the treating physician is sending the letter and has not shared any private information without the permission of the potential participant. Or, if the potential participant has given permission to be contacted for future studies, this should be explained.

*Example: You previously participated in a research study about <<insert study topic>>. At that time, you indicated an interest in possibly participating in future research. We are writing to tell you that we believe you may be <<insert “eligible for” or “interested in”>> an approved research study about <<insert study topic>>.*

*Example (if using the Utah Population Database): We are contacting you for this study through a medical research organization at the University of Utah called the Resource for Genetic and Epidemiologic Research (RGE). The RGE helps medical researchers at the University of Utah to access information from state records for research purposes only.*

Explain whether there will be follow-up to this letter, e.g. another letter sent, a phone call, etc. If a phone call is planned, please state that the potential participant may opt out by calling the contact on the letter and requesting that no further contact be made. Also state that if the potential participant has interest, it does not mean that they are enrolled for the study.

*Example: Agreement to be contacted or a request for more information does not obligate you to participate in any study.*

Provide contact information for the study investigator or study team.

*Example: If you would like additional information about this study, please call <<insert name of contact and contact information>>.*

Close the letter by thanking the potential participants.

*Example: Thank you again for considering this research opportunity.*

The letter should be signed by the investigator. If the letter is being sent to patients of a treating physician, the letter should be signed by the treating physician. If recruitment is planned through the use of a database, the letter should be signed by the database manager.