<Date>

Dear <Name or subject class, i.e. Students, Faculty>,

<Institution name> is conducting a study <describe the area, i.e. in your community, in your neighbourhood, in the area of <study topic>.

This study focuses on <generally state study objective> through the Department of <Department name>. <Provide a statement as to why they may care about this study>.

Because you are <state why they were selected for participating, i.e. a participant in X or a student/faculty at <institution name>>, your opinions are important to this study.

Participation in this research study will involve <state study procedures, taking a survey, a interview> in <state location, i.e. your home or alternate location>. Participation takes <insert time commitment>.

**Participation in this study is voluntary**.

**You may withdraw from the study at any time** without penalty or loss of benefits to which you are otherwise entitled.

This study has been reviewed and approved through the Texas A&M University-Corpus Christi Institutional Research Board (IRB). If you have questions, you can contact them at 361-8252497 or irb@tamucc.edu.

<Include instructions on how to participate:

Example: Please call me at <phone number> to learn more about the study and schedule an interview>

Example: Please click here to learn more about the study>

For all other questions, or if you would like additional information to assist you in reaching a decision about participation, please feel free to contact <research team contact name and contact info>.

Thank you for your assistance with this project.

Yours sincerely,

<Principal or Student> Investigator

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