

Participant Recruitment Letter (Example)

Participant Letter - A letter inviting the human subject(s) to participate in the study must accompany the informed consent form.

Sample Letter

[Name of Researcher]
[Address]

[Name of Participant]
[Address]

[Date]

Dear [Participant's Name]:

Education across the country is in transition. Many schools in your area are in the process of change or at least considering some elements of change. Your school has been selected as one of several schools in your area to respond to a questionnaire assessing behaviors and norms existing in the school system.

I am a Doctoral Student at Aspen University conducting research regarding behavioral norms and characteristics of restructuring. This letter is an invitation for your contribution to my study. Perceptions of how principals and teachers function operationally at their sites are a matter of critical importance to this education study.

Please complete the enclosed questionnaire assessing group behavior or norms in your school. It only takes a few minutes of your time. This questionnaire asks you to respond to behavior and norm statements about your school as well as responding to the degree of involvement in restructuring. Please complete and seal the questionnaire in the enclosed self-addressed envelope within 30 days. All responses remain confidential, and your anonymity is ensured. Your responses contribute to this timely research about school norms, restructuring, and change. A summary of the research will be mailed to you upon completion of this study. Please also sign and return the enclosed "Informed Consent" form.

The following description of behaviors and norms may be helpful to you for the purpose of this study. Norms are the shared group expectations about behavior. They can be explicitly stated as rules or guidelines for behavior, or they may be implicitly understood as the way things happen in an organization.

I greatly appreciate your participation in this research. Please let me know if you have any questions concerning this study or the enclosures. I may be reached at [phone] or by e-mail at [address].

Sincerely,

[Researcher]