# Subject Recruitment Letter

(This is the template language for a subject recruitment letter, to be sent to a prospective subject informing them of the study and eliciting informed consent (verbal or written) to participate. Fill in the appropriate sections, and adapt for your study.

Please note that obtaining written informed consent by mail is limited to studies for which there is minimal risk. Two copies of the consent form should be enclosed. The subject should sign and date both, and mail one back to the principal investigator (PI). Upon receipt, the PI should sign and date the consent form, make a copy for the file, and send back a copy to the subject.)

Dear Subject:

Hello, my name is\_\_\_\_\_\_. I’m from Thomas Jefferson University’s Department/Division of \_\_\_\_\_\_. *(Required if PI is unfamiliar to subject.)*

*(If unfamiliar to subject, explain how you obtained name of subject)*

*(Study background. Describe who will benefit from study. State whether subject will benefit.)*

Our study consists of \_\_\_\_\_\_\_\_\_ *(explain procedures involving subject).* We estimate that this will take about \_\_\_\_\_\_\_ minutes/hours of your time to complete. Your participation in this study will contribute to advancing our understanding of \_\_\_\_\_\_\_\_\_.

Your participation in this study is entirely voluntary, and you can end your participation, if you wish, at any time. Your care at Jefferson will not be affected if you choose not to participate in this study.

If you decide to participate in this study, please *(choose appropriate option)* 1) sign both copies of the enclosed consent form, and send one back in the enclosed stamped envelope; 2) call the contact number listed below; 3) (other option).

*(If study involves a questionnaire:)*

Please fill out the enclosed questionnaire(s). This should take about \_\_\_\_\_ minutes/hours of your time to complete. If any question makes you feel uncomfortable, you don’t have to answer it. I also want to assure you that any information you provide will remain strictly confidential. Your name will not be identified or associated with any specific responses, and it will not appear in any published materials which result from this research.

Thank you for volunteering to participate in this study.

Sincerely,

*(If applicable, include copies of questionnaire(s) with submission to IRB.)*