[INSERT date]

[INSERT Name]

[INSERT Address 1]

[INSERT Address 2]

Dear [Title Surname],

**Research Study Title:** [INSERT study title]

I am writing to let you know about a research study that you have the option to take part in. The research is being conducted by [INSERT organnisation/s]. I am contacting you because [INSERT reason and how their contact details were obtained].

This research is being done to learn more about [INSERT what the study will learn about in plain English].

The reason we want to know more about [INSERT explain the study in plain English] is [INSERT reason].

Taking part in this research study is optional. We are looking for people who want to take part in this research and who are:

* [INSERT inclusion/exclusion criteria]

If you decide to take part in the research we would:

* [INSERT brief explanation of whats involved in participation]

If you would like more information or are interested in being part of the research study please contact:

|  |  |
| --- | --- |
| **Name:** | [INSERT name of job title] |
| **Email:** | [INSERT work email address] |
| **Phone:** | [INSERT work mobile number] |
| **Website (if any):** | [INSERT website] |

Taking part in this research study is voluntary. You may choose not to take part. If you decide not to take part in this research, your decision will not affect your relationship with La Trobe University [INSERT any other organisations].

This research has been reviewed and approved by The La Trobe University Human Research Ethics Committee. If you have any complaints or concerns about the research study please email humanethics@latrobe.edu.au or phone +61 3 9479 1443 quoting the following number [INSERT HEC Number].

Yours sincerely,

[INSERT name]

[INSERT job title]