(Date)

Re: (Project Title)

Dear: (Name)

I am writing to invite you to participate in a research study about (study topic). The purpose of this study is to (purpose of your study). This study is being conducted by (name of investigator) in the (state departments name) at Teachers College, Columbia University.

You may participate in this study if you are (briefly describe inclusion/exclusion criteria). Your voluntary participation in this study will include (brief description of procedures; time commitment and compensation, if any. You may want to consider using bullet points for studies that include multiple procedures.).

(Briefly discuss any risks, compensation or benefits, costs, privacy issues, or other information that would likely influence the participant’s interest in the study).

(Any other relevant information, e.g. follow-up to this letter, special contact instructions, websites with additional information).

If you would like additional information about this study, please contact (name of investigator) at (insert contact information).

Thank you for your time and consideration. Once again, please do not hesitate to contact us if you are interested in learning more about this Institutional Review Board approved project.

(PI Name)

Principal Investigator

(Title)

Teachers College, Columbia University

IRB Protocol number (2X-XXX)