**Reminder Email Script for Recruitment**

Subject Line: Invitation to participate in research

An email was sent to you {indicate how long ago it was sent} (weeks / days) ago and we wanted to send you a quick reminder about our study.

You are being invited to participate in a study that we, {insert who the researchers and the PI are} are conducting. Briefly, the study involves {provide a brief summary of what participants will be asked to do, time commitment and location}.

*\*If this email is being sent for recruitment only and they are to contact you if they wish to participate please use this wording below\**

If you would like more information on this study or would like to receive a letter of information [if not already attached to this email] about this study please contact the researcher at the contact information given below.

**OR**

*\*If this email is being sent to introduce an online survey, the survey link should be provided and the first page should be the letter of information\**

If you would like to participate in this study please click on the link below to access the letter of information and survey link.

Thank you,

Researcher’s name

Researcher’s affiliation

Researcher’s email address

Researcher’s telephone number

If applicable: Student Contact Affiliation

Email

Phone