Dear [participant/name],

 My name is [PI name] and I am a [faculty member/student/researcher] in [BC school/department] at Boston College studying [study aim/topic]. I am writing to invite you to participate in a research study. In the study, participants will [be interviewed/complete a survey/other data collection] which should take about [time duration]. In order to be eligible to participate, you must be over 18 years old and [inclusion criteria].

Participating in this study is completely voluntary and you are free to stop at any time. If you decide to participate in the study, you will be compensated with [compensation]. We hope to use the results of this research to [study aims].

If you would like more information about being in this study, you can contact me, [name], at [phone number/email address]. If you know someone who may be a good fit for this study, please feel free to forward this [email/letter] to them.

Sincerely,

[PI name]