**Sample Written Recruitment Script Template**

Dear [Name],

My name is (insert name), and I am a [status – doctoral student, faculty member, staff, etc.] in the [School Affiliation] at Pepperdine University. I am conducting a research study examining [describe your study] and you are invited to participate in the study. If you agree, you are invited to participate in [describe what aspect of study whereby you are requesting participation].

The [survey/interview, etc.] is anticipated to take no more than [time to complete] and [the survey, focus group, interview, etc.] is anticipated [time to complete] and [if audio-taped –reference here].

Participation in this study is voluntary. Your identity as a participant will remain [anonymous in for most surveys and confidential in qualitative studies] during and after the study. [If confidentiality is being offered - how will participant’s identities be protected and possible sites where data is being collected – pseudonyms and/or some other technique?]

If you have questions or would like to participate, please contact me at [provide your contact information].

Thank you for your participation,

Your Name

Pepperdine University

[School Affiliation]

[Status: Master or Doctoral Student, Faculty or Staff Member]