



Sample Written Recruitment Script Template

Dear [*name*],

My name is [*insert name*], and I am a [*doctoral student, faculty member, staff, etc.*] in the [*school affiliation*] at Pepperdine University. I am conducting a research study in which [*describe your study*], and I need your help! I am seeking volunteer study participants for [*describe what volunteer participation in the study entails, e.g., interviews, filling out surveys, etc.*]. Your participation in the study [*indicate whether participants will be videorecorded, audio recorded, or photographed*] and is anticipated to take no more than [*time to complete the interview, survey etc.*].

Participation in this study is voluntary, and your identity as a participant will be protected before, during, and after the time that study data is collected. Strict confidentiality procedures will be in place. During and after the study. [*Briefly describe how you will mitigate the risk to study subjects of breach of confidentiality.*]

If you have any questions or would like to participate in this study, please feel free to contact me at your earliest convenience.

Thank you for your participation,

[*name*]

Pepperdine University

[*school affiliation*]

[*professional status: master or doctoral student, faculty or staff member*]

[*contact information*]