

Research invitation email or letter

A neutral invitation adaptable for adult surveys/interviews or for families considering child research.

Original teaching templates, not official Sacramento State forms or approved protocols. Replace every bracketed prompt, remove drafting notes, use current university forms where required, and obtain the applicable institutional determination before recruitment or research. These are not ready-to-sign documents.

Drafting notes remove before sending

Use only the recruitment method and materials authorized for your study. Choose an adult invitation or a parent/guardian invitation; do not combine them ambiguously. A site contact may distribute invitations without giving you its membership, family, or employee list. Use private delivery, not reply-all or a public sign-up sheet.

Invitation text

Subject: Invitation to learn about a research study on [neutral topic].

Hello [recipient/group], I am [name], a Sacramento State graduate student working with [faculty advisor]. I am conducting research about [brief purpose]. I invite [you/your family] to consider [adult participation/permission for your child's participation] because [eligibility].

Participation involves [activities and setting], taking [time and number of contacts]. [Explain optional interviews separately.] [State payment or no payment without emphasizing it as a benefit.] You can ask for information without agreeing to join.

Participation is voluntary. Saying no will not affect [relevant grades, employment, services, or relationships]. [Explain who will not know the decision and any verified independent-recruitment safeguard.] [For classroom research, distinguish normal instruction from contributing research information.]

To learn more, contact [researcher/independent contact and private route] by [date, if applicable]. Do not send research answers or sensitive information in your reply. [For families: parent permission and the child's own agreement will be sought before research begins.]

Thank you, [researcher and advisor contacts]. [Use an approval statement/number only when real and authorized; do not claim this blank template is approved.]

Official guidance to check before use

[Sacramento State Human Subjects Research](#)

Official starting point for submission guidance and current institutional templates.

[Sacramento State Research Protocol Guidance - sign-in required](#)

Current consent forms and protocol guidance. Authenticated contents were not verified in this review.