INSTRUCTIONS: *The following is a template and is not meant to be copied verbatim. You will need to modify the content of this template to suit your research. Use simple lay language at all times. Please ensure consistency between the content of your ethics application and your Letter of Initial Contact. Formatting and content inspiration for this form was drawn from the University of Victoria.*

*You do not have to include the formal heading with your Letter of Initial Contact, but you may if you so choose. Please modify the format and formality of the letter to match the way you distribute the letter.*

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| ***Information Letter*** | TWU_Primary logo |

I am a student researcher at Trinity Western University, and I am conducting research through [COURSE] to explore [STATE RESEARCH TOPIC/PURPOSE]. I am looking for [DESCRIBE IDEAL RESEARCH PARTICIPANT (E.G. “…TWU STUDENTS” OR “…PEOPLE WHO HAVE EXPERIENCE WITH X, Y, AND Z”)] to participate in my research. [CLICK HERE/PLEASE EMAIL THE FOLLOWING ADDRESS/OTHER DIRECTIVE] to learn more and to [ACCESS THE SURVEY/GET IN TOUCH AND SEE IF YOU WANT TO PARTICIPATE IN MY RESEARCH]. Please consider forwarding this information to any other [RESEARCH PARTICIPANT CRITERIA] who you know, and who might be interested in being involved with this research. Thank you for your time and consideration.

*[INCLUDE AS A PREFACE SENTENCE IF INTRODUCING YOUR RESEARCH IN PERSON:]*

Hello! If you have a moment, I would like to talk with you about the research I’m conducting on [RESEARCH TOPIC].