

Sample Cover Letter for Informed Consent

Dear (your subjects)

I am (tell the subject who you are)

The purpose of this study (tell them the purpose of your study – one or two paragraphs – if you are asking them to complete a questionnaire, ask them to complete it)

Your voluntary response to this request constitutes your informed consent to your participation in this activity. You are not required to participate. If you decide not to participate, your decision will not affect your current or future relations with ??????

(explain the time it takes to complete the activity i.e., “the questionnaire will take approximately 15 minutes to complete” and provide directions for the return of the instrument – you may wish to offer to share the results of the study with the subject “upon their request”)

(If needed, provide a paragraph providing information to the subject about what to do if they find any of the activity unsettling i.e., “if you find any of the activity unsettling or distressing you do not need to complete the activity” and/or “please talk to /or please call ?????” – you may also want to provide additional information to the subject i.e., addresses of organizations that can provide additional information, etc.)

Thank you for your valuable contribution to this research.

Sincerely,

Your name