A close up of a logo

Description automatically generated Research – invitation script



**[EMAIL / LETTER TITLE]**

[INSERT TOPIC AREA] – your help required

**[EMAIL LETTER BODY]**

Hello [INSERT CONTACT NAME OR GENERIC GREETING TERM],

As part of [INSERT LGA OR THE RELEVANT ORGANISATION / ASSOCTIATION] commitment to [INSERT RELEVANT VALUES AND OR OBJECTIVES], we are undertaking [INSERT NATURE OF THE RESEARCH – E.G. A SURVEY OF XYZ PARTICIPANTS, A SERIES OF ONE ON ONE DISUSSIONS WITH XYZ PARTICIPANTS] and would like to see if you are willing to take part?

It would [INSERT THE SPECIFIC TIME COMMITMENT AND NATURE OF ACTIVITY] conducted [INSERT WHETHER ONLINE OR RELEVANT LOCATION] on [INSERT DATE AND TIME] The research would be conducted by [INSERT THE NAME, ROLE / TITLE, AND ORGANISATION OF THE PERSON RUNNING THE RESEARCH]

As a thank you for your participation, you’ll [INSERT INCENTIVE TO TAKE PART, WHETHER ACCESS TO INFORMATION, PAYMENT IN GIFT CARDS OR CASH, DONATION TO A CHARITY OF YOUR CHOICE ETC.]

Please note: any feedback that you provide will remain strictly confidential, in compliance with Australia’s Privacy Act[[1]](#footnote-1) and The Research Society code of conduct guidelines[[2]](#footnote-2).

If you are willing to take part, please reply [INSERT METHOD OF REPLY E.G. ‘VIA REPLYING TO THIS EMAIL WITH A ‘Y’] and we will be in touch. If you are not willing to take part, please reply [INSERT METHOD OF REPLY E.G. ‘VIA REPLYING TO THIS EMAIL WITH A ‘N’].

If you have any questions or concerns, please do not hesitate to contact me on the details below.

Kind regards

[INSERT EMAIL SIGN OFF INCLUDING CONTACT DETAILS]

1. https://www.legislation.gov.au/C2004A03712/2019-08-13/text [↑](#footnote-ref-1)
2. https://www.researchsociety.com.au/stay-informed/the-code/ [↑](#footnote-ref-2)