

Dear _____,

My name is [insert name] and I am a [X] at the North Carolina State University College of Veterinary Medicine. I am conducting a short study to determine... [insert purpose]. I would like to invite you to participate in this study, as your candid perspectives are critical to its success.

It is anticipated that the survey will take approximately [X] minutes to complete. All responses will be treated as strictly confidential and all results will be presented in aggregate form. Please know there is minimal risk for participating in this study. Further, your participation is greatly appreciated, but not mandatory. You may withdraw from the study at any time. Also, there are no potential repercussions regardless of whether or not you choose to participate. Your participation in this survey will be an indication of consent for the information to be used in this research.

To access the survey click on the link below or copy and paste the link into your web browser:

<INSERT URL HERE>

The survey will remain open until [DATE].

If you have any questions about the survey please do not hesitate to contact me. Should you have any questions about your rights as a research participant please contact [IRB coordinator/director] (irb-director@ncsu.edu) at the NCSU Institutional Review Board.

Thank you for your participation.

Sincerely,

Your name
Contact info