**Example Recruitment Email:**

Hello!

My name is <insert name>, and I am a <insert student, faculty, staff member> at the University of Wisconsin-Oshkosh. My study is exploring <insert study question/topic>, and I am seeking volunteers to participate in my research. As part of the study, I would ask you to <insert task: ex: complete a survey, participate in an interview, etc> <include purpose of study in simple terms>. <If incentives include: Ex:

Once you have completed the survey, you can enter a raffle to win one of TWO $100, FIVE $25, or TEN $10 Amazon gift cards.>

<Include basic next steps: Ex: Here is the link to the survey: insert link>

If you have any questions or concerns, do not hesitate to email me at <insert contact info> or call me at <insert phone>.

Thank you very much for your help!