Dear x,

Thanks for your interest in this project about..... In this email, I give you information about the project and ask for your consent to participate. If you agree, please reply to this email, stating your name and that you agree to the statements in the table below to give your consent.

**What is the study about?**

XXXXX

**What will my involvement be?**

XXXXXXX

**Do I have to take part?**

Participation is **voluntary.** There are no negative consequences for you if you decide not to take part in this study. If you decide to take part but then later on you change your mind, you can let me know by [DATE] - you will not have to give any explanation why. It is also absolutely fine if you feel that you don’t want to answer any specific questions – you can just tell me, and we will move on.

**What will my information be used for?**

[E.g. Masters’ dissertation? Confirm if it might be used in future research or in publications]

**Will my information be anonymous?**

Your participation will anonymous - your name will not be used in any reports or publications resulting from the study.

**If you agree to take part in the research, please complete the section below**

**Your name**: (type first name and surname here)

|  |  |
| --- | --- |
| **Please read these three statements. If you agree with them, put a X in the boxes below** | |
| I have read this message and had the opportunity to ask questions. |  |
| I agree to participate in the [interview / survey / focus group] |  |
| I understand that my responses will be kept confidential and anonymous and that my personal information will be kept securely and destroyed at the end of the study |  |

**Thank you! Now please email this back to me.**

**Researcher name**: Email address: