*This sample is for researchers to use as a guide in developing their study materials. Instructions to the researchers are written* *in* ***[square brackets in bold italics]*** *and should be deleted. Instructions that are* *in* ***[square brackets, bold italics, and are blue]*** *need to be replaced with details specific to the study and changed to* black, un-bolded, un-italicized*, and removed from square brackets before uploading the material to the research ethics application.****Please also delete this instructional paragraph.***

Hello,

My name is ***[insert name]*** and I am a PhD student working under the supervision of ***[insert name of Faculty Supervisor]*** in the ***[insert name of lab research team]*** in the **[*insert department name]*** Department at the University of Waterloo. I am contacting you because you recently provided your name and contact details through the ***[insert text explaining where contact details were received, e.g., PsychPool, Waterloo Research in Aging Pool]*** and indicated you would be interested in being contacted about ***[insert some text describing the studies or research]*** studies needing participants. The reason that I am contacting you is that we are conducting a study that ***[insert text describing your study].*** We are currently inviting people to participate in this study.

***[Describe what people will be asked to do in your study. The text that follows is a sample].*** Participation in this study involves coming into the laboratory and viewing pairs of pictures on a computer screen, and rating the pictures on pleasantness, excitement, and how relevant they are to you. The pictures will contain people, inanimate objects, animals, and nature scenes. The other tasks involve reading words, filling out a questionnaire about your feelings, saying words out loud (which will be recorded with your permission), and writing down personal memories. I would like to note that you will be given a chance to practice the picture pair viewing task. Participation in this study would take approximately ***[insert time]*** of your time. In appreciation of your time commitment, you will receive ***[insert text outlining remuneration].***

This study has been reviewed and received ethics clearance through a University of Waterloo Research Ethics Board.

The following time slots are available to participate in this study:

***[Insert list of available time slots]***

If you are interested in participating, please contact me at ***[insert University of Waterloo email address]*** and list your top three choices for when you would like to participate from the list above. I will then send a confirmation email indicating that you have been signed up for one of those times and provide you with further information concerning the location of the study. If you need to cancel your appointment, please contact me at the email listed above.

Sincerely,

***[Insert name of Student Investigator]***

***[Please check that all relevant study details are included, changes are made to the document to accurately describe the study and procedures, and delete the instructional text printed in bold italics before submitting to the Office of Research Ethics for review.]***