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| **Cover Letter to Participants** |

<Address>

<Date>

<Address>

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

**Re: Participation in a Study**

My name is\_\_\_\_\_\_\_\_\_\_. I am a lecturer /student in the Faculty/College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am conducting a study \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Consequently, I am writing this letter requesting your participation. Your participation in the study is to complete the attached questionnaire, or answer interview questions.

Participation is voluntary and should you decide to withdraw from the study at any time, you may do so without prejudice. If you agree to participate, please sign the attached consent form before filling out the questionnaire.

Please, if you require more information, do not hesitate to call me at\_\_\_\_\_\_\_\_\_\_\_. Thank you in advance for your cooperation.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and position of researcher