

Sample E-mail Request to Participate in Internet Survey

Sender Information	From: Robert Merton Sent: Monday, November 29, 2010 8:30 p.m. To: bobstudent@wpi.edu
Informative Subject	Subject: Survey of Students Who Took Methods of Social Research
Appeal for help	I am writing to you to request your participation in a brief survey. As you may recall from Sociology 224, Methods of Social Research, your class along with students from other liberal arts colleges in California and Maine participated in a multi-college survey. The instructors would like to get more feedback about your experiences with this project. Your responses to this survey will help us evaluate the effectiveness of the multi-college survey so that we can design better projects and improve the teaching of research methods.
Why you were selected and what it's about	
Usefulness of survey	
How to access the survey	The survey is very brief and will only take about 5 minutes to complete. Please click the link below to go to the survey Web site (or copy and paste the link into your Internet browser) and then enter the personal code to begin the survey.
Clickable link	Survey link: http://www.surveymonkey.com/s/XXXXXXX
Individualized ID	Personal Access Code: 4111944
Confidential and voluntary	Your participation in the survey is completely voluntary and all of your responses will be kept confidential. The access code is to remove you from the list once you have completed the survey. No personally identifiable information will be associated with your responses to any reports of these data. The WPI Institutional Review Board has approved this survey. Should you have any comments or questions, please feel free to contact me at rmerton@wpi.edu or 444-444-4444.
Contact information	
Thank you	Thank you very much for your time and cooperation. Feedback from our students is very important to us.
Importance	
	Sincerely,
	Robert Merton Professor of Sociology WPI