Example 3

Dear [Team/Unit/Setting],

You are being invited to participate in the Relational Coordination Survey as part of the [setting/team]. This survey will offer you and your colleagues an opportunity to consider how you are working together on [**work process]**.

The link below will take you to the survey where you will find instructions on how to complete it.

**Survey Results**

Your feedback is critical. The information that you and your colleagues provide will be used to [details—how will results impact their experience of working together and so what]. The individual scores you enter in the survey will not be shown to anyone, and you will not be individually identifiable. When results are reported, only average scores will be displayed.

Results from this initiative will also be used for the purpose of research undertaken by [PI Contact Information].At all times your feedback will be kept confidential and will not be traced back to you. [IRB approval statement].

**Survey Participation**

Your involvement is voluntary. By clicking on the link below, you acknowledge that the information you provide may also be used to support research as defined above and consent to have the data you enter to be used in this capacity.

Your personal, unique link to the survey is:

[clickableDirectLoginLink]

Please do not forward your personal, unique link to other participants. This is intended to protect your confidentiality and tailor follow-up communication to those who have not yet responded.

We ask that you complete the survey by **[Deadline]**.

**Further Information**

If you have any questions as to the background or purpose please contact:

**[Contact Information]**

If you encounter technical difficulties, please contact LearningBridge at help@learningbridge.com.

Thanks for your time,

**[Signature]**