The recruitment email is essentially your advertising materials for the study and needs to be approved along with other study documents. There isn’t a template as such, but as a minimum it should introduce the study, state the HREC approval number, attach the PICF, provide instructions regarding how the participant can ask questions and returning of the consent form. EG:

Dear X

We are writing to you because we are conducting a study examining [very briefly outline the main aims of the study], and you previously had a XXXX procedure undertaken by Dr XXX. We would like to invite you to participate in this study which has been approved by the Ramsay Health Care QLD /NSW | VIC HREC (approval number XX-XXXX).

Please find attached a Participant Information Letter and consent form which outlines the project in more detail. Should you have any questions regarding the project, please feel free to email or phone Dr XXX at email address or on 1234 4567. If you would like to participate, please [you would state here who they need to contact, whether they need to  make an appointment or ring someone and how they will return the consent, ie at the initial consultation for the study or by email/mail].

We look forward to hearing from you.

STUDY TEAM NAMES