[Your Name]
[Your Job Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I hope this message finds you well! My name is [Your Name], and I'm a [Your Job Title] at [Your Company]. I am reaching out to share an exciting opportunity to participate in a user experience research project that aims to [briefly describe the purpose of the research].
We're on a mission to [state the problem or objective], and your input would be invaluable in helping us understand [specific topic or user behavior]. We believe your insights can help shape the future of our product and create a better experience for users like you.
Here are some details about the research:
- **What:** [Description of the research, e.g., one-on-one interviews, surveys, usability testing]
- **When:** [Proposed dates/times for participation]
- **Duration:** [Estimated time commitment]
- **Location:** [In-person at your office/online via video call]

As a token of our appreciation for your time and insights, we would like to offer you [mention any incentives, e.g., gift card, early access to the product, etc.].
If you're interested in participating, please respond to this email by [specific date], and let me know your availability. Feel free to reach out if you have any questions!
Thank you for considering this opportunity. We look forward to the possibility of working with you and hearing your valuable thoughts!
Warm regards,
[Your Name]
[Your Job Title]
[Your Company]