

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[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 am a [Your Position] at [Your Company]. We are currently conducting a user experience research study aimed at [briefly describe the purpose of the study, e.g., "improving our product's usability" or "gaining insights into customer needs"].

We are reaching out to invite you to participate in this research, as your insights would be incredibly valuable. The study will involve [brief description of the research methods, e.g., interviews, surveys, usability testing, etc.], and we anticipate that participation will take approximately [duration] of your time.

Your feedback will help us [explain the goal, e.g., "create a better experience for our users" or "develop a product that better meets customer needs"]. All contributions will be treated confidentially, and participants will have the option to remain anonymous.

If you are interested in participating, please let us know by [response deadline]. We can accommodate your schedule and will provide further details regarding the logistics of the study, as well as any compensation for your time, if applicable.

Thank you for considering this opportunity to contribute to our user experience research. We truly value your input and look forward to the possibility of collaborating with you.

Warm regards,

[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]