

[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. I am reaching out to invite you to participate in a User Experience (UX) research study that aims to [briefly describe the purpose of the research]. Your insights and experiences would be invaluable to us.

The study will involve [describe the format, e.g., interviews, usability tests, surveys], and we expect it to take approximately [duration] of your time. We are scheduling sessions between [start date] and [end date], and we would be grateful if you could let us know your availability during this period.

As a token of our appreciation for your participation, you will receive [mention any incentives, if applicable].

Please feel free to reach out if you have any questions or need further information. Thank you for considering this opportunity to contribute to our research.

Best regards,

[Your Name]
[Your Position]
[Your Company]