

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [your position or a brief introduction about yourself and your expertise in UX research]. I am reaching out to discuss an upcoming project that focuses on [briefly describe the purpose of the research and its importance].

As part of this initiative, we aim to [outline specific goals or objectives of the research]. We believe that user insights are critical for [explain why user research is essential for the project].

I would like to invite you to participate in this research by [explain how the recipient can participate, e.g., interviews, surveys, focus groups]. Your input would be invaluable in [mention how their involvement will contribute to the project].

Please let me know if you would be available for a brief conversation to discuss this further. I appreciate your consideration and look forward to the possibility of collaborating on this exciting project.

Thank you for your time.

Best regards,

[Your Name]
[Your Position]
[Your Company/Organization]
[Your LinkedIn Profile or Website, if applicable]