

[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],

Subject: Request for Participation in UX Research

I hope this letter finds you well. My name is [Your Name], and I am [Your Position/Title] at [Your Company/Organization]. We are currently conducting user experience research aimed at [briefly describe the purpose of the research and its importance].

We are reaching out to request your participation in this study, which involves [briefly describe the research process, duration, and what participation entails]. Your insights and experiences would provide invaluable contributions to our understanding of [mention specific aspect of user experience].

Participation in this research is completely voluntary, and all responses will be kept confidential. We believe that your perspective will greatly enhance our findings and help us create better solutions for users.

If you are interested in participating or require further information, please don't hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this opportunity to contribute to our research. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Company/Organization]
[Your Company Website]