

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company 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 UX research study aimed at [briefly describe the purpose of the study]. Your insights and experiences would be invaluable in helping us [explain the goals and potential impact of the research].

The study will take place [provide details about when and where the study will happen], and it will involve [describe the format, e.g., interviews, usability testing, etc.]. We expect the session to last approximately [duration].

As a participant, you will [mention any incentives, if applicable, e.g., compensation, gift cards, etc.], and your feedback will remain confidential.

If you are interested in participating or have any questions, please feel free to contact me at [your email/phone number].

Thank you for considering this opportunity to contribute to our research.

Best regards,

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