

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to share details about our upcoming UX research project focused on [briefly describe the project or research topic].

This research aims to [state the purpose, e.g., "understand user behaviors", "identify pain points", etc.]. We believe that your insights and expertise in [mention relevant experience or field] will be invaluable to this study.

The scope of this research includes:

- [Bullet point 1: Describe part of the research]
- [Bullet point 2: Describe another aspect]
- [Bullet point 3: Any additional details]

We would like to invite you to participate in [describe the type of participation, e.g., interviews, surveys, etc.]. Your contribution will help us [explain the impact or outcome].

Please let us know your availability for a brief discussion, or feel free to reach out if you have any questions. We appreciate your consideration and look forward to the possibility of collaborating with you on this important project.

Thank you for your time.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]