



Study Skills: Contacting Participants

Example initial contact email or letter:

Dear

Paragraph 1: Introduce yourself and the report.

- My name is ..., and I am studying ... at Norwich University of the Arts.
- I am writing to ask if you would consider ... as part of my research report.
- The report's title is ... The purpose of this research is to ...

Paragraph 2: Outline what is involved & why it is important.

- If you agree to take part, you will be asked to ...
- The questions/activity will cover ...
- The data will be used to ...
- Your input would help me to ...

Paragraph 3: Conclude the letter and thank the participant.

- Thank you for taking the time to read this letter/email.
- If you require any further information, please feel free to contact me via ...
- I look forward to hearing from you.

Yours sincerely (if a named contact) OR faithfully (if an unnamed contact),

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