Dear \_\_\_\_\_\_\_\_,

My name is \_\_\_\_\_, and I am \_\_\_\_\_\_\_. I’m writing to invite you to participate in a research project for a course I am enrolled in at Smith College called *Data Ethnography*. I have been following your work on \_\_\_\_\_\_\_\_\_\_, and would appreciate an opportunity to learn more about your background, work, and viewpoints in an interview at your office or over Zoom.

This project aims to \_\_\_\_\_\_\_\_. The research will advance understanding of \_\_\_\_\_\_\_.

With your diverse experiences and perspectives, your participation in this study would greatly help advance the research. I would welcome the opportunity to interview you. Before the interview, you would have the opportunity to designate how you agree to have the interview recorded, attributed, and preserved, and at any point during or after the interview, you would be able to change these terms. I expect the interview would take about 30 minutes.

If you consent, I would record and transcribe the interview and then send it back to you in case you’d like to make any clarifications or revisions. However, I would also appreciate an opportunity to interview you off-the-record if you do not wish to be recorded.

Thank you for considering to participate in an interview. I’m available to respond to any questions or concerns at \_\_\_\_\_\_.

Sincerely,

\_\_\_\_\_\_\_\_