

Request for Involvement in Case Study

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[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 request your involvement in a case study I am conducting on [briefly explain the topic of the case study]. Your expertise and insights would be invaluable to this research.

The objectives of the case study are as follows:

- [Objective 1]
- [Objective 2]
- [Objective 3]

As a participant, your contributions will help enhance the understanding of [explain the significance]. I would greatly appreciate your willingness to engage in an interview and share your experiences.

Please let me know your availability for a brief meeting or if you require any further information regarding the study.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]