

Usability Evaluation Request

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to request your participation in a usability evaluation for [Product/Service Name]. Our goal is to enhance user experience and gather valuable feedback from experts in the field.

The evaluation will take place on [Date] at [Location/Online Platform], and it will last approximately [Duration]. During this session, you will have the opportunity to interact with [Product/Service Name] and provide your insights on its usability and effectiveness.

Your expertise would be invaluable to us as we strive to improve our offering. If you are interested and available, please confirm your participation by [RSVP Deadline].

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]