

(Date)

Dear xxxxx,

I am a student at the London School of Economics, pursuing my MSc in Human Resources and Organizations. I am writing to invite your organization to take part in my research project for my dissertation. I am examining **(overview of study topic)**. **(Anything about the organization that makes them perfect for your study?)**.

**Comment [A1]:** Introduce yourself, and an overview of what you are doing, and why you are approaching them

Your involvement will contribute towards my study on **(more detail about your research idea and variables of interest)** (define then any terms if they need defining). **(Why is it important? Why would they be interested in your results?)**.

**Comment [A2]:** What is your research project. Don't overwhelm them but they will want to know what you are researching, in part to know if they are suitable/interested.

If your organization participates, I would invite your employees to **[complete an online based survey/take part in interviews]** which should take no more than xx minutes to complete. **I am planning to conduct my survey (when would you ideally collect data?)**.

**Comment [A3]:** What is involved from them?

Please note that all responses will be anonymous and confidential, the data will be returned straight to the researcher, and I shall only present results at the aggregate level. Neither the name nor identifying characteristics of your organization or of individual participants will be used. **In return for your participation, I am happy to provide you with a copy of my findings and results.**

**Comment [A4]:** Confidentiality and anonymity are often key to gaining access!

I sincerely hope that you will consider my request. Please let me know by email **(insert email address here)** whether you would be interested in taking part or would like further details regarding your involvement.

**Comment [A5]:** What can you offer them?

**Comment [A6]:** How can they contact you if they are interested?

Yours faithfully,  
xxxxx