

Sample No-phone contact Letter

Interviewer Name

Interviewer Contact Info

Dear XXXXX,

I am conducting research with the Northeast Fisheries Science Center's Social Sciences Branch to learn about how Hurricane Sandy impacted fish processors and the importance of fish processing to the local and regional economy. Hurricane Sandy devastated New York and New Jersey at the end of October, 2012. The Fulton Fish Market was closed for two days and many fisheries related businesses have yet to recover.

Without fish processors, fishermen would have fewer buyers for fish. Despite the importance of processors in regional fisheries, fish processors do not often have a place at the table when fisheries policy is decided. The results of this research will be used to help fisheries managers understand how fisheries regulations impact fish processors and help them respond to any fishery disasters in the future.

I have conducted interviews with [NUMBER of INTERVIEWS] so far and I would be grateful for your participation in this research. I have attached a copy of the topics that I hope we could talk about. Unfortunately, I was unable to reach you at the phone number in our records [PHONE NUMBER]. If you would be willing to speak with me and contribute to this research, please call me at [CONTACT NUMBER] or email me at [CONTACT EMAIL].

Regards,
[Interviewer Name]

**No Phone Letter
Introduction**

Hello _____, my name is _____. I am collaborating with the Social Sciences Branch at the Northeast Fisheries Science Center on research about the importance of fish processing in the [REGION] economy and the effects of Hurricane Sandy of fish processors. Despite their importance, processors do not often have a place at the table when fisheries policy is decided. Hopefully, the results of this research will change that. I would like to come down to [FACILITY NAME] and chat with someone from your company about the fish processing business, how and where fish is bought and sold, and the effects of Hurricane Sandy.

Do you think that you, or someone from your company, could participate in this research?

RESPONSE: Agree to Respond to Survey

Thank you. I appreciate your participation. Could we set up a date and time that is convenient for you?

I would like to send an email or postal mail that contains the topics that we would talk about. Which would you prefer?

Email – Could I have your email address?

Postal – Could I have the postal address?

Thank you for your time. I look forward to seeing you on _____. Have a good day.

RESPONSE: Decline to Respond to Survey

Do you think that I could send you a brief description of the survey and the topics that we would talk about? Maybe you would change your mind?

Accept:

Thank you, I appreciate the opportunity. I can send it by email or postal mail, which would you prefer?

Email – Could I have your email address?

Postal – Could I have the postal address?

Thank you for your time. Have a good day.

Decline again:

I understand. Thank you for your time. We will not contact you again regarding this survey. Have a good day.

RESPONSE: Not the correct person.

Could you connect me to the correct person to talk to? I am researching both fish purchasing and selling, so perhaps the buying manager, selling manager, or even the owner could help me?

[Repeat script when connected to correct person]

Sample Advance Letter

Interviewer Name

Interviewer Contact Info

Dear XXXXX,

Thank you for agreeing to participate in the Northeast Fisheries Science Center's survey about how Hurricane Sandy impacted fish processors and the importance of fish processing to the local and regional economy. Hurricane Sandy devastated New York and New Jersey at the end of October, 2012. The Fulton Fish Market was closed for two days and many fisheries related businesses have yet to recover.

Without fish processors, fishermen would have fewer buyers for fish. Despite the importance of processors in regional fisheries, fish processors do not often have a place at the table when fisheries policy is decided. The results of this research will be used to help fisheries managers understand how fisheries regulations impact fish processors and help them respond to any fishery disasters in the future. I am grateful for your participation.

Our meeting is scheduled for MONTH DAY, YEAR for HH:MM to HH:MM. If this time is inconvenient, please contact [contact person] at [Email address] or [phone number] to reschedule. I have attached a copy of the topics that I hope we can talk about during our meeting.

Regards,

[Interviewer Name]

Sample Decline Letter

Interviewer Name

Interviewer Contact Info

Dear XXXXX,

Thank you for considering participating in the research that I am conducting jointly with the Northeast Fisheries Science Center's Social Sciences Branch on the impacts of Hurricane Sandy on fish processors and the importance of fish processing to the local and regional economy. I have attached a copy of the topics that I am researching.

Without fish processors, fishermen would have fewer buyers for fish. Despite the importance of processors in regional fisheries, fish processors do not often have a place at the table when fisheries policy is decided. The results of this research will be used to help fisheries managers understand how fisheries regulations impact fish processors and help them respond to any fishery disasters in the future. So far, I have conducted [Insert number of interviews here] and your participation would be invaluable.

I will make one follow-up phone call in approximately one month. If you decide to participate, we can arrange a meeting at that time. If your company cannot participate, then I will not contact you again regarding this research.

Regards,

[Interviewer Name]