

Email Invitation Sample

Dear <Contact Name>,

I am an economist at RTI International, a non-profit research institute. We are conducting an economic impact assessment of GPS on behalf of the National Institute of Standards and Technology (NIST). The objectives of this study are:

1. To understand the economic impact that has been enabled by the use of GPS in several industry sectors, including [INDUSTRY]
2. To understand the impact that a 30-day outage of GPS would have on the economy

You have been identified as an expert in [INDUSTRY] and would very much like to speak with you about the role of GPS in your field. *[Instead of naming where we found their name, the above paragraph may say, "[NAME] recommended you as an expert that we should speak with for our research."]* Would you be willing to schedule a brief interview with me sometime in the next couple weeks?

I have attached a document that summarizes the project briefly and provides some framing questions to give you some idea of the kind of information we're collecting.

Lastly, I would like to note that your participation is entirely voluntary and any comments you make would be anonymous and not quoted directly in any publications.

Thanks for your consideration,

<Interviewer Name>