

Reminder Email Sample

Dear <Contact Name>,

I hope this finds you well. <X> weeks ago, I contacted you to about an economic analysis related to GPS in your industry. I am emailing to follow up on my original request to interview you; your experience in [INDUSTRY] would provide valuable perspective on the impact that GPS has on the industry.

As I noted previously, your comments and impressions will be kept confidential and will not be quoted in a final report.

Would it be possible to set up a time that I could call you during the upcoming week? If so, would you please suggest a few times that work for you? I am attaching the project summary and interview guide again for your review.

Thanks for your consideration,

<Interviewer Name>

[This email would be a reply-all off of the original invitation, and the text of the original invitation would be included below the follow-up reminder text.]