

USAID Data Governance Primer - [Email template for external interview request](#)

Note: if whoever is reaching out has a connection with KI, make the email a little more personal.

Subject: USAID research: request for an interview on [data governance policy](#)

Dear [\[insert name\]](#),

I hope this email finds you well.

My name is [\[insert name\]](#), I am a [\[role\]](#) at the U.S. Agency for International Development (USAID), and I am contacting you on behalf of the USAID Development Informatics Team. If you are available, our team would like to interview you about national Data Governance (DG) policy. We are currently interviewing stakeholders and experts in order to get a better understanding of key issues, arguments, and considerations in data governance policy. [Name/Title from USAID recommended you as a contact](#). I have cc-ed my colleague(s) [\[insert name\(s\)\]](#) who [is/are](#) collaborating on development of the DG primer.

A brief background about the DG primer: USAID released its first ever [Digital Strategy 2020-2024](#). Key interest topics in the Digital Strategy include DG and related subtopics. USAID staff are the primary audience for the primer, and we would like to equip them to design and implement DG-improving policy interventions in countries where USAID works.

Our team is conducting interviews during [\[insert dates\]](#) and would very much appreciate a one-hour window to chat with you about your experience and insights on DG. We are available in the following date/time windows:

- [List specific dates and times available \[Day, date, time frame \(eg. 3-6pm\), country time zone\]](#)

Optional ([recommended for larger companies or if generally interested to speak to the org](#)) If there are others in your organization or your network that you feel would be well placed to provide insights relevant to DG policy, please let us know. We would be more than happy to schedule group or individual interviews as your schedules allow.

Thank you, and I look forward to hearing from you.

Kind regards,