

Dear Ms/Mr/Dr [Last name],

I hope this email finds you well!

My name is [name of interviewer], I am a [insert role or title] with the [affiliation] in [location]. For the past year, I have been working with the U.S. Geological Survey (USGS) on a project related to water use data in the United States. I got your name and contact information from [fill in as applies]

Given your professional expertise and your experience working at [agency name] I was wondering if you would have an hour for an interview and a short survey, related to this project?

I am interested to learn about water use in [your State or Territory], what water use information exists, and how the data are collected, used, and shared with the public and other agencies. I am also interested to learn about any successes and barriers to water use data and information collection and knowledge exchange.

This interview is part of a nationwide study, funded by the USGS. We hope that through learning about the water use data from experts like you in every State and Territory, we will have a more comprehensive understanding of the water use data and information across the US, ultimately contributing to better water resource management, knowledge exchange, and national water modeling efforts.

Please let me know if you are willing to participate in this study and would be available for an interview (via Zoom or phone), in the next few weeks.

The interview should last about 45-50 minutes followed by a short (10 min) survey about water use data in [your State or Territory]. I will provide the link to the survey prior to the interview, which we can schedule at the time that is convenient for you.

Sincerely,
[insert name]