



[DATE]

[ADDRESS]

Dear Colleague

Invitation to participate in research study – staff interview

Please find enclosed a 'Staff information sheet' relating to a national study in the NHS that is seeking to improve patient and carer experiences in [name of department and NHS organisation]. The study has been approved by an NHS Research Ethics Committee.

As part of this study we would like to interview you and ask about your recent involvement in this study. The information sheet provides further details and makes clear that your involvement in this study is entirely voluntary and your responses will be entirely confidential.

Please also find enclosed an interview 'schedule' which we will be using in the interviews. Not all of the questions will necessarily be relevant to you and the interviews will be informal but the schedule provides a guide to the general areas we will hopefully cover should you agree to be interviewed.

[Name of researcher], a member of the research team, will contact you in the next few days to answer any questions you may have and find out if you would be happy to participate.

Regards

Dr Louise Locock  
Deputy Director  
Health Experiences Research Group  
(on behalf of the research team)