

Invitation Template

What

An invitation template for potential participants to invite them to participate in the consultation.

Why

This invitation can be tailored and personalised to engage potential participants. It provides an opportunity to be clear in your request about why people would benefit from sharing their insights. The personalised touch is intended to elicit a positive response and increase participation.

How

Adjust this template based on the context of your consultation. Use this template for circulating a Survey, inviting a group (or individuals) to join a FGD + Storytelling session, or inviting individuals to participate in an Interview. Be sure to provide details in a clear and succinct manner.



We are here to help! [Reach out if you have any challenges or questions.](#)

Invitation Template

Dear / To / Hello <Name of Participant>,

I / We hope this letter / email / message finds you well.

I am / We are writing to invite you to participate in a Survey / Focus Group Discussion / Interview on <Topic>. This is an important topic to <Organisation Name or Reason> because it <Relevance - Describe why it is important>. <The Organisation Name / I am / your name> is interested in <Topic> as it will <Purpose - Describe its intended impact, alignment to the organisation, etc.>. We are hoping to better understand <Research Question(s)> and feel you would be able to provide insights. We are committed to sharing our findings back with the community and we hope that the collective knowledge that is shared will be informative to your work and journey.

Your participation would be greatly appreciated and we hope you respond to the survey / join us in-person/ virtually. This should take <Estimated Time>. The details to participate are as follows:

Location: <Address or Link, if remote>

When: <Date(s) and Time(s). You can list if there are multiple options.>

<Any other relevant information to help increase interest and manage expectations. E.g.: food provided, compensation, etc.>

If you are interested in participating, please RSVP / let me know by <Date> by <Sign Up Tracking. E.g.: reply to this email, click the sign up link, etc.>. Feel free to reach out if you have any questions.

Thank you in advance for your time and consideration.

Sincerely,

<Your name and other relevant information. E.g.: title, website, email address, phone number>



Invitation Template

Dear / To / Hello _____,

I / We hope this letter / email / message finds you well.

I am / We are writing to invite you to participate in a **Survey / Focus Group Discussion / Interview** on _____ . This is an important topic to _____ because it _____ . **The Organisation Name / I am / your name** is interested in _____ as it will _____ . We are hoping to better understand _____ and feel you would be able to provide insights.

We are committed to sharing our findings back with the community and we hope that the collective knowledge that is shared will be informative to your work and journey.

Your participation would be greatly appreciated and we hope you **respond to the survey / join us in-person / virtually**.

This should take _____. The details to participate are as follows:

Location: _____

When: _____

If you are interested in participating, please RSVP / let me know by _____ by _____ . Feel free to reach out if you have any questions.

Thank you in advance for your time and consideration.

Sincerely,

