

Dear (add name),

You recently contacted me to discuss the project that investigates the role of commitment and trust between vendor and customer teams taking place at Lancaster University.

You were sent a Participant Information Sheet and a Consent Form. Hopefully, you've had time to read these documents over the past week. Do let me know if you need more time. I wish to check if you have any questions arising from these documents, and if you have decided to take part in the study or not. Please can you contact me to let me know your decision.

If you agree to being interviewed, we will arrange a mutually convenient time, date and venue. Please let me stress you are under no obligation to take part in the study – your involvement is completely voluntary and optional.

Look forward to hearing from you.

Kind regards,

Richard
01524 592214