

Annex 7: Interview thank you letter content and example

The content below provides the generic information stated within the thank you letters which were translated into each of the four native languages of the case study sites. Each thank you letter and email were further individualized with the name (and gender declination) of the interviewee.

(THANK YOU LETTER CONTENT)
Dear [individual name of participant],
We would like to thank you for granting us the opportunity to interview you! Thanks to your willingness and involvement, we were able to collect information and results that are very important for our research work. In total we have conducted [number of interviews] interviews with persons working in different sectors. Therefore, our visit has been very fruitful and you have contributed to a large part of this success.
For this, we sincerely thank you for your participation!
With kind regards,

(THANK YOU EMAIL CONTENT)
Dear [individual name of participant],
Thank you very much for the opportunity to interview you, for your availability, and for your support. Please find attached an official thank you letter.
Additionally attached is the list of all of the participating stakeholders in [name of case study] thus far.
With many thanks,

This content was used in the generic template containing, furthermore, contact information of the interviewers as well as the logos of the project, research funding source, and supporting institutions. The example below is the letter template used in the Romanian case (translated in Romanian).



CHANGES
RiseHVA



tu technische universität
dortmund



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Stimate Doamnă/Doamna,

Dorim sa va multumim pentru ca ne-ati dat posibilitatea de a realiza interviul cu Dvs.! Datorita disponibilitatii Dvs. am reusit sa adunam numeroase informatii si rezultate foarte importante pentru activitatea noastra de cercetare. In total am realizat un numar de 27 interviuri cu persoane implicate in diferite sectoare de activitate. Din acest punct de vedere, consideram ca vizita noastra a fost rodnică si si-a tins scopul, iar Dvs. ati contribuit intr-o mare masura la acest success.

Cu sincere multumiri,

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