

Annex 8: Interview request cover letter template



February 12, 2013

Interview request

Dear (name of recipient or office),

Hereby, we kindly ask you for an interview on your knowledge and experience regarding natural disasters in your community. We specifically consider both expert and layperson knowledge and experience of how risks to disasters are assessed, managed and communicated.

The information provided in the interview is used within the contents of the doctoral research of Ms. Teresa Sprague and Ms. Kathrin Prenger-Berninghoff as part of the European FP7 project, CHANGES and is supported by (name of local partner institute). The project compares examples from France, Italy, Poland and Romania. The results of the research will attempt to benefit your community by providing tailor-made advisory reports containing best practices that reflect your concerns and interests.

The interviews will ideally take place between (dates of interview). However, we will be flexible to your schedule and when you are available. The interview should take less than one hour and can be adjusted depending on your schedule. We can conduct the interview at your work place or at a local location of your choosing. You may also remain anonymous (we will not print your name) if you prefer. If you have any questions, comments or concerns, please feel free to contact us as any time using the contact information provided below.

With this, we thank you and sincerely look forward to your participation.

With much appreciation,

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