

List of COMMUTERS to be interviewed					
First Name	Last Name	Email Address	Notes	Contacted?	Date/Time
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

Subject: Bicycle Commuter Evaluation - Request for Interview

Dear [NAME],

I am contacting you to request an interview to talk about your experiences as a bicycle commuter. Community leaders are interested in encouraging more bicycle ridership as a part of the community's commitment to the environment. Knowledge gained from these interviews will help community leaders understand the perspectives of bicycle commuters and inform decision-making.

I will be conducting the majority of the interviews with the assistance of my colleagues at [ORGANIZATION]. **We anticipate that the interview will require approximately ten minutes.** To the extent possible, we would like to do the interviews in person at a location that is most convenient for you.

Your participation is important although completely voluntary. I want to schedule this discussion at a time and location that is most convenient for you. **Please take a moment to indicate your availability using the doodle poll below:**

Link to doodle poll:

I have attached an information sheet that provides more details about this effort and the interview process. If you have any questions, please do not hesitate to call me at (xxx-xxx-xxxx) or reply to this email.

Thank you in advance for your contributions to this important effort.

Sincerely,

