**Information sheet shared via email - example**

Dear xxx,

I hope this finds you well.

I am getting in touch with you as part of a research project on the role of Contextual and Theoretical Studies in design education. I was given your details by your CTS3 tutor, [name].

I currently work as the CTS Leader at LCC and am looking to interview former Design School students, who graduated in the last 3 years about their experience of Contextual and Theoretical Studies while studying at the college.

My research project is titled “Writing that works? The Role of Contextual and Theoretical Studies in Design Education”.I am interested to know how the knowledge, skills and ideas developed as part of CTS units may relate to your current work or study, as well as what your reflection might be on the value of CTS within design education.

I am conducting this research as part of my PGCert Academic Practice in Art, Design and Communication. This is part of the final unit, the Action Research Project. The interview and its findings will form part of my final submission. More broadly, the aim is to use the information and knowledge gathered from the interviews to inform the future delivery of CTS in the Design School at LCC.

The interview should last up to 30mins and will be recorded. Any transcription or subsequent use of quotations from the interview will be anonymised.

Would you have time for an interview over the next few weeks? It would be a brief informal conversation, either online via MS Teams or over the phone. I am more than happy to send my interview questions across to you beforehand.

Please let me know if you might be interested and available to be interviewed.

Thank you
Best wishes,
Rujana Rebernjak