

## **Invitation for Interview**

Dear \_\_\_\_,

I am writing to invite you participate in an interview about your negotiation experience(s). This interview is part of an assignment in my Alternative Dispute Resolution course at the University of Tennessee College of Law. I am available whenever you have availability, and I am able to meet you at any location that is convenient. We would schedule the interview for an hour. However, we could go shorter or longer depending on how much you want to say. Of course, your participation in this interview is voluntary, and you could stop at any time.

The interview will be confidential. In the paper that I will submit for my course, and in any class discussions of the interview, I will not disclose your name or the names of anyone you might refer to or any information that could disclose an identity. Indeed, to further protect confidentiality, I will ask you not to mention anyone's name, but, instead, to use generic descriptions such as the other lawyer, my client, a manufacturing business, etc.

If you have any questions about this project, you can contact me at [phone number] or [email address]. You may also contact my professor, Becky Jacobs at [jacobs@utk.edu](mailto:jacobs@utk.edu).

If you would you would be willing to meet with me, I would be very grateful. I await your response.

With Regards,

[NAME]

## **Confirmation of Interview**

Dear \_\_\_\_,

I am writing to confirm that we will meet for an interview for my ADR course at the University of Tennessee College of Law on \_\_\_\_ [date and time] at \_\_\_\_\_. The interview will be confidential.

Thank you very much for taking your time for the interview. I look forward to meeting with you soon.

With Regards,

[NAME]