**REQUEST FOR INTERVIEW EMAIL**

**REQUEST TO INSTRUCTOR YOU ARE TAKING A COURSE WITH**

Dear Dr. Suvail,

My name is **\_\_\_\_\_\_\_\_\_\_\_**, and I am a junior at Wayne State University. I am taking **[Course name and number]** with you this semester. Also, I am currently enrolled in an Intermediate writing course that requires us to do research in the desired discourse community. In order to do this, I am looking to find a professional in **[my chosen field that is also the subject of course]** that would be willing to sit down and answer few questions. I would need to set up an interview between **\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_**. If you are willing to participate, please email me back at your earliest convince and I will send you a list of interview questions so you can prepare. We can set up a time to meet whenever you are available, or we can talk via skype.

If you have any questions email me at **[my email address]** or my professor, Nicole Varty at [ngvarty@wayne.edu](mailto:ngvarty@wayne.edu) .

Thank you for your consideration.

Sincerely,   
**\_\_\_\_\_\_\_\_\_\_\_\_**

**REQUEST TO PROFESSOR YOU ARE NOT IN A CLASS WITH**

Dear Professor Chernosky,

My name is **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, and I am a junior at Wayne State University. I am currently enrolled in an Intermediate writing course that requires us to do research in the desired discourse community. In order to do this, I am looking to find a professional in **[my chosen field that is also the subject of interest to this professor]** that would be willing to sit down and answer few questions. I would need to set up an interview between **\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_**. If you are willing to participate, please email me back at your earliest convince and I will send you a list of interview questions so you can prepare. We can set up a time to meet whenever you are available, or speak via google hangouts.

If you have any questions email me at **[my email address]** or my professor, Nicole Varty at [ngvarty@wayne.edu](mailto:ngvarty@wayne.edu) .

Thank you for your consideration.

Sincerely,   
**\_\_\_\_\_\_\_\_\_\_\_**

**REQUEST TO WSU LIBRARIAN**

Dear Ms. Sandy Sempas,

My name is **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** and I am enrolled at Wayne State University. I am taking an Intermediate writing course (ENG 3010) that requires us to do research in the desired discourse community. Since, I am a **[insert my major]** major; I decided to choose **[insert my discourse community]** discourse community for research. In order to do this, I was hoping you would be willing to sit down and answer few questions. The interview questions will be related to **[pertinent academic field]** and about the members of this discipline. I would need to set up an interview between **\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_**. If you are willing to participate, please email me back at your earliest convince and I will send you a list of interview questions so you can prepare. We can set up a time to meet whenever you are available, or we can conduct the interview via email If you prefer.

If you have any questions email me me at **[my email address]** or my professor, Nicole Varty at [ngvarty@wayne.edu](mailto:ngvarty@wayne.edu) .

Thank you for your consideration.

Sincerely,   
**\_\_\_\_\_\_\_\_\_\_\_\_\_**