# A blue and yellow logo  AI-generated content may be incorrect.Information Letter

Name and Surname of Researcher:

ID number of researcher:

Email address of researcher:

Mobile number of researcher:

Course: HND in……… or bachelor’s degree in …………….

Tutor name and surname:

Tutor office telephone number:

Title of the Long essay/Dissertation: Insert title here

Aims of the research: Insert central research question and subobjectives

Dear Sir / Madam,

I, Insert your Name, a student at the Institute of Tourism Studies am currently in the final year of my insert Higher National Diploma or Bachelor’s degree, I am carrying out research on the above-mentioned title.

My research is about explain what the research is all about. The method of data collection will be a/an eg. One-to-one interview or focus group. The data collected from the method of data collection will be used for the sole purpose of this research. The data will be collected by eg. Asking questions in a audio recorded face-to-face interview or asking specific questions in a focus group at your esteemed eg. institution or company or online in Teams. The data will be collected in a eg. Thematic analysis and will be transcribed. The data will be thoroughly analysed to collect the answers to the above-mentioned aims of the research. I am kindly asking for your consent to e.g. have a face-to-face interview with you.

The purpose of this letter is to provide you with information so you can decide whether to participate in this study. Any questions you may have will be answered by the researcher.

There are no known risks related with this research project other than possible discomfort with the following:

* You will be kindly asked to be honest when answering questions.
* Any audio recorded data will be used for transcription purposes, after which it will be destroyed.

The information collected will be kept strictly confidential. All data will be stored securely and will be made available only to researcher. No reference will be made in oral or written reports that could link you to the study. Your identity will not be revealed in any publications that result from this study.

You can terminate your participation at any time without prejudice. Participation is voluntary. You do not have to answer individual questions if you do not want to. Your name or the name of your institution or company will not be attached to the analysis of the results. and will ensure that your participation remains confidential. Kindly, contact me if you have any queries or require any further clarification.

**Participant’s declaration**

I have read this consent form and am giving the researcher the opportunity to carry out the research at my institution or company. I hereby grant them permission to use the information provided as data in the above-mentioned research project, knowing that it will be kept confidential and anonymous.

Participant’s Name

Participant’s Signature

Date

Researcher’s Name

Researcher’s Signature

Date