ON HEADED PAPER - Researcher

11th October 2010

Dear NAME

**Re: Martin House Service Evaluation**

During the next six months I will be conducting an evaluation of the services provided at Martin House. Primarily this will involve collecting the views of families who are currently using, or who have used Martin House.

Before I collect views from families it will be helpful to conduct a small number of interviews with a cross-section of the care team. This information will be examined to identify the key areas for further investigation with families, and to help ensure families are asked the right questions.

I am writing to invite you to take part in an interview, which will last around 45 minutes. I will be asking questions about services currently provided by Martin House, how effectively they meet the needs of families, and whether there is a need to improve services or offer families additional ones.

I have enclosed some information about what taking part involves and how the information collected from you will be used.

If you would like to take part, or have further questions about the project, please contact me by telephone or email, or talk to Sheila O’Leary. Alternatively please return the completed response form in the envelope provided. Due to the limited timescale of this project it would be really helpful, should you be interested in taking part, if you could respond as soon as possible.

Thank you for taking the time to consider this request.

Yours sincerely

Johanna Nicholson

Researcher