**Draft text you can use to invite respondents to take part:**

*Dear [insert name]*

*I am writing to ask if you would be prepared to take part in my 360-degree appraisal, the results of which will help me to identify strengths and development needs. This technique measures in detail the behaviours and competencies I demonstrate in a leadership and management context.*

*The process involves a number of colleagues providing feedback against a range of items contained in an online questionnaire. The feedback is combined except from my immediate line manager and is therefore not attributable to anyone.*

*The 360-degree appraisal is administered and analysed by an external organisation called PSI on a totally confidential basis. The questionnaire takes about 20 minutes to complete and will need to be finished by [****as a guide, insert date which will be 4 weeks after your survey has been opened****]. If you agree, I will add your email address to PSI system to enable them to contact you directly with login details etc. You will receive the link to the 360-feedback questionnaire from* *questionnaire@psionline.com**. Please note that occasionally messages from PSI are marked by the email system as ‘junk email’, so please have a check of your ‘junk email’ folder if you’ve not received a message from them.*

*Let me know if you are happy to take part; thanks for your help.*