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**Organization/Public Health Department Header/Logo/Letterhead/Contact Information**

Date, 20XX

Dear Clinical Colleague [or, if possible to have a mail merge with specific names, choose this option]:

We’re kicking off an exciting new [clinical intervention/project/pilot/etc.] for [clinical topic, e.g. opioid safety, HIV prevention, improving patient care] in partnership with [other organizations within the community, or funders can be listed here.]

Our [community/county/state] is excited to implement this project, where a trained [healthcare professional/clinical outreach specialist/health educator/special representative] from [our program/specific program name] will schedule a short, [15-minute] personal visit with you to offer new tools, solutions, and support around [this topic] for your practice. Another goal for this initiative is to learn more from you about how [this project/our group/new tools/etc.] can support your daily work and the health of your patient community.

We look forward to partnering with you to [implement these new strategies/learn more/share exciting tools] for [clinical topic/campaign goal] here in our community.

Sincerely,

Health Educator/Representative Title

*Names/Signatures of support from community where possible (e.g., Health Commissioner, Health Board President/Chair, Health Board representative, others’ contact name/title, etc.)*

*Optional: Logos of any other affiliated partners at bottom of letter.*