Sample Partner Outreach Letter

**Purpose**: The Sample Partner Outreach Letter provides suggested language than can be used to reach out to and invite potential partners

**Instructions:** Use the sample letter to invite community partners to an introductory meeting with the community outreach information network and encourage them to participate.

Accessible version: <https://www.cdc.gov/cpr/readiness/afntoolkit.htm>

To:

From:

Date:

RE: Community partner for inclusive emergency risk communications

Before, during, and after public health threats, such as floods, infectious disease pandemics, or chemical spills, people need to know how to stay safe and healthy. Inclusive risk communication planning addresses the needs of individuals who may be at greater risk. These could include children; older adults; individuals with limited financial resources; individuals with cognitive, developmental, or physical disabilities; individuals with chronic conditions; pregnant women; or individuals with limited access to transportation.

Community partners can provide a wealth of information about who resides in their community, where they live and work, and how to reach community residents. Our community partners are integral to the [jurisdiction’s: state, local, territorial department] commitment to ensure critical public health emergency information is accessible, understandable, and actionable by the whole community. Our community partners can participate in many ways, but the primary role is to be a communication conduit between the [agency name] and the individuals with access and functional needs served by the community partner.

The [agency/workgroup name] is identifying community and faith-based organizations and community leaders who serve or advocate for individuals with access and functional needs to partner with us to improve public health risk communications. We recognize your organization as a community leader in addressing the needs of persons with access and functional needs and as a valuable potential partner. We invite you and your organization to join us during our next Community Outreach Information Network meeting. The agenda and meeting details can be found attached.

Location:

Time:

Date:

We hope you can join us at our next meeting.

Cordially,

State, local, territorial department