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Supporting Patients and Caregivers to Share Their Stories:

Invitation Letter Template

Subject: Invitation to Share Your Story – For *[name of report or engagement activity]*

Dear *[name of patient or caregiver]*,

[Name of your organization] believes a lot can be learned from patient and caregiver stories. As part of our upcoming report called *[name of report or engagement activity]*, we'll be supporting patients and caregivers to share stories about their health care experiences to be featured in the report.

As a valued member of our patient and caregiver community, we would like to invite you to share your story as part of *[name of report or engagement activity]*. Your story would be featured as part of the report's focus on *[include key focuses]*.

Next Steps:

If you are interested in sharing your story, we will contact you over the next *[include number of days]* to:

- Send you a consent form to review, sign and return. This form gives us permission to interview you and share your story as part of the report.
- Give you sample questions to consider before the interview.
- Make an appointment to meet with one of our staff members for an interview.
- *[Include additional steps as needed]*

If you are interested in taking part in this process, we can support you by *[provide a list of accommodations]*.

If you have any questions or concerns, or would like to talk more about this opportunity, I would be happy to do so over the phone or email.

Thank you.

[your name, title, and full contact information]