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*]