Supporting Patients and Caregivers to Share Their Stories:

Thank You and Final Sign-Off Email Template

Subject: For Your Review – Your Story for [*name of report or engagement activity*]

Dear [*name of patient or caregiver*],

Thank you for taking the time to share your story with [*your health care organization*] for the [*name of report or engagement activity*].

We appreciate the valuable insights and experiences you’ve shared with us, and look forward to including them as part of our report. It’s through hearing and sharing stories such as yours that help us to better understand the strengths and weaknesses of the health system, and how we can help to improve it.

Next Steps:

I’ve attached a confidential draft of the report with your story included. Please take some time to carefully review the story text and photos. As you review, consider:

* If there are any factual errors that we need to change before your story is shared with the public
* If your story has been placed in a context that you are comfortable with
* If you believe any friends or family members (e.g., patient or caregiver) will have concerns with the story

In order to include your story as part of [*name of report or engagement activity*], we need you to respond with any major edits by [response date].

Thank you for your ongoing patience and collaboration. We sincerely appreciate your contributions to this report.

If you have any questions or concerns, or would like to discuss how we’ve used your story in more detail, I would be happy to do so over the phone or email.

Thank you.

[*your name, title, and full contact information*]