

**ATTACHMENT 2A**  
**INTRODUCTORY LETTER/PHONE SCRIPT**  
(For Providers/Agencies)

*\*\*This can be placed on generic or Agency letterhead\*\**

Date

Name

Address

Dear :

**Community** has a unique opportunity for it's local leaders, health care consumers and health care providers to share their perceptions and experience in obtaining access to health services with a team of state and national health partners.

In order to address the increasing health needs across **State**, (list **health partners**), is seeking to increase awareness and build support for health needs and health access improvement strategies. The community discussions in **Community** is a step in this broader health improvement strategy

The purpose of the community discussion groups is to

- increase awareness and build support for health needs and improvement activities (including the awareness of and general reaction/input around a potential community health center for our community); and
- gather input, reaction and advice around health needs and improvement ideas.

The information we share with the project team will be used to inform state-level policymakers, and assist us to identify local resources, and what can be done to improve access to health services for the citizens/residents of **Community**. The information that is collected will be given back to us in a report, and we can begin working with our local partners to address the issues identified.

As a member of this community, we consider your participation crucial to the information gathering stage of this project. A series of community meetings are being planned and your participation in one of the community meetings is both welcome and needed. The meetings are scheduled for **dates**.

If you would like to participate in one of these meetings, please call **(Name)** at **(Phone Number)** as soon as possible with the time and place that is most convenient for you. Thank you in advance for your participation in this very important project!

Sincerely,

Site Visit Coordinator Name

Title, Sponsoring Organization

**ATTACHMENT 2A**  
**INTRODUCTORY LETTER/PHONE SCRIPT**  
(Community members)

Date

Name

Address

Dear:

Would you like to share your ideas about how to improve access to health services for our community?

**Community** has a unique opportunity for it's local leaders, health care consumers and health care providers to share their perceptions and experience in obtaining access to health services with a team of state and national health partners.

In order to address the increasing health needs across **State**, (list **health partners**), is seeking to increase awareness and build support for health needs and health access improvement strategies. The community discussions in **Community** is a step in this broader health improvement strategy

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