

Cover Letter Template for Outreach

Following is a template to consider using to accompany outreach orientation to health care providers and other community partners.

Dear <\_\_\_\_\_\_\_\_\_>,

<\_\_\_\_\_\_\_\_\_> County office of the Michigan Department of Health and Human Services is committed to building and maintaining relationships with all partners who support the health and well-being of children in foster care. In that spirit, please find enclosed introductory materials about child welfare/foster care that I hope will be a helpful starting point in developing a collaborative relationship.

The materials included are (note – specific enclosures depending on the audience; e.g.):

* <health 1 pager>
* <dental 1 pager>
* <mental health 1 pager>
* <anything else>

You will find answers to general questions about the health care needs of children in foster care on the following websites PUT LINKS/URL to FHP AND THE NEW WEBSITE NAME. However, please contact my office if you have any questions or concerns about providing health care services for children in foster care in <\_\_\_\_\_\_\_\_\_\_\_> county, if you have questions about specific children that have not been addressed through outreach to the child’s foster care worker, or if you have any thoughts about how we can improve collaboration and care.

From time to time, our office calls together local and regional stakeholders to discuss specific issues and engage in strategic planning. I hope it will be possible to get your input when there are issues related to meeting the <health/dental/mental health> needs of children in this area.

Sincerely,