

## Introductory e-mail to schedule site visit preparatory call

Good afternoon \_\_\_\_\_,

My name is \_\_\_\_\_ and I am a member of the RTI CPPW Case Study Team. Recently, Robin Soler, the CPPW Evaluation Team Lead, sent you a letter let you know that your CPPW/ACA community was selected to be a part of the CPPW Case Study evaluation.

I am contacting you to set up a time to discuss the case study briefly, including the purpose of the site visits, who we will want to talk to during our visit, and any logistical issues we should be aware of. I can also answer questions that you may have about the case study and the process we will follow. During this call I would also like to come up with a few optional dates for the 3-4 day site visit.

To help with scheduling calls as well as the site visits, our team will be using Doodle, an on-line scheduling service. We have found that this service is very user friendly and we hope it will help make scheduling easier given everyone's busy schedules. Please see the Doodle request below, and let us know of your availability for a 30 minute call to begin discussing the case study. I have already entered my availability so we can look for times that may work for both of us.

If there is someone else that we should be communicating with about these issues, or if you would like us to include any others in our discussions, please let me know and I would be happy to include them in our communication.

Thank you,