

## **Attachment F**

Email Invitation Follow-up



Dear (First name),

Last week we sent you a questionnaire to establish your agency's baseline level of awareness and commitment to promoting safe, stable nurturing relationships and environments for all children in (state). We have received responses from almost everyone in the Essentials for Childhood group but we are still missing your agency's. You can easily respond at: (link). We have also enclosed a copy of the questionnaire if you would prefer to send it in the mail.

Because our team is small, it is extremely important that your agency's responses be included to accurately represent where we are at this point.

Let me know if you have any questions or would like more information I can be reached at (telephone) or you can write me at (e-mail).

Your cooperation is greatly appreciated.

Cordially,

Joanne Klevens (for e-mail to state health department)/ (state health department POC for e-mail to each partner)

Title, address, telephone, e-mail