

# INTRODUCTORY EMAIL TO SCHEDULE SITE VISIT PREPARATORY CALL

Good *morning/afternoon* \_\_\_\_\_,

My name is \_\_\_\_\_ and I am a member of the Young Breast Cancer Survivors (YBCS) Case Study Team. Recently Sarah O'Dell, the Project Manager, sent your organization an invitation on behalf of ICF International and the Centers for Disease Control and Prevention to participate in a YBCS case study.

I am hoping to schedule a telephone call with you to briefly discuss the project, including the purpose of the site visit, who we will want to speak to during our visit, and any logistical issues we should be aware of beforehand. I will be able to answer any questions that you may have about our procedures and protocol.

To assist with scheduling the preparatory call, our team will use Doodle, an on-line scheduling service, to assess your availability. We have found that this service is very user friendly and we hope it will facilitate the process of scheduling since I am sure you and your organization are quite busy. Please refer to the Doodle request below, and indicate your availability for a 30-minute call to begin discussing the case study. I have entered my availability and I hope that we are able to solidify a time that will work for both of us.

If there is someone else that we should be communicating with about this matter, or if you would like us to include others in our correspondence, please let me know and I will certainly include them in future communication.

Thank you and I look forward to hearing from you!

[ICF Team Member Contact Information]

[Doodle web-link]