

B3

EMAIL TEMPLATE

INVITATION TO PHONE MEETING

Subject: Meeting Request with Building Bridges and Bonds (B3)

Dear [insert name],

I am writing to you on behalf of the researchers from the Building Bridges and Bonds (B3) study. We were recently awarded a contract by the U.S. Department of Health and Human Services to develop a multisite evaluation that demonstrates the effectiveness of service strategies used by fatherhood programs.

We are at the very early stage of gathering information for the project and trying to learn more about what programs are currently doing in the field. We'd love the opportunity to speak with you by phone for one hour. During the call, we would hope to learn more about [INSERT PROGRAM NAME] and hear your feedback about the study.

Attached is a brief description to give you some additional background on the B3 study, as well as a list of topics that we'd like to touch on during the call. You do not need to prepare anything in advance. Please feel free to let me know a time that works for you. Below are a few suggestions.

Thank you,

NOTE: The Paperwork Reduction Act Statement: This collection of information is voluntary and will be used to gather preliminary information about the fatherhood field and explore with fatherhood programs the research questions that are of interest and the design options that are feasible. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Anna Solmeyer; anna.solmeyer@acf.hhs.gov; Attn: OMB-PRA (0970-0356).