

## Appendix A

### EMAIL TEMPLATE: INVITATION TO INITIAL PHONE MEETING

Subject: Meeting Request for your input on implementation of Teen Pregnancy Prevention programs

Dear [insert name],

I am writing to you on behalf of the Office of Adolescent Health (OAH), U.S. Department of Health and Human Services. OAH is interested in expanding the use and understanding of evidence-based teen pregnancy prevention programs.

We are at an early stage of gathering information for the project and learning more about the implementation of several evidence-based teen pregnancy programs. We'd like the opportunity to speak with you by phone for one hour. During the call, we would hope to learn more about your experience with [INSERT PROGRAM NAME] and obtain your feedback about the project plans.

Attached is 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,