

[Your FQHC's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Community Engagement for [Project/Initiative Name]

We hope this letter finds you well. As a Federally Qualified Health Center (FQHC), we are committed to providing accessible, high-quality healthcare to our community. We are reaching out to engage with partners and stakeholders in our local area as we embark on [brief description of project or initiative].

[Briefly explain the purpose of the project/initiative and its importance to the community.]

We believe that your involvement is crucial for the success of this initiative. We would like to invite you to participate in [details of engagement, e.g., meetings, focus groups, etc.], where we can collaboratively discuss how best to serve our community's healthcare needs.

Please join us on [date and time of the meeting/event] at [location/venue or indicate if it will be virtual]. Your insights and expertise will be invaluable as we work together to enhance health outcomes in our community.

If you have any questions or need further information, please do not hesitate to contact me at [your email] or [your phone number].

Thank you for considering this opportunity to collaborate. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your FQHC's Name]

[Your FQHC's Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]