Sample first email to practice contact

New message　　　　　　　　　　　　　　　　　　　　　　　　　　＿ ↗ ✕

To　Anthony Schwartz　　　　　　　　　　　　　　　　　　　　　　　　Cc Bcc

Subject　Scheduling Time to Talk About Healthy Lives Primary Care Improvement Initiative

Dr. Schwartz,

I am writing to follow up with your discussion with Dr. Lacanilao, director of the Healthy Lives Primary Care Improvement Initiative. I am the practice facilitator who will be working with your practice for the next six months.

I'm eager to speak with you about launching this quality improvement initiative. Could you please send me a couple of time slots that you are available for a 15-minute phone call in the next week?

Thanks very much.
Carlos

Carlos Rivera, MPH
Pronouns: He, his, him
Certified Practice Facilitator
Cell phone: 555-555-5555

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