

Provider Outreach Letter

(Example Template)

DOWNLOAD



Template



Month 00, 2026

Name

Department / Organization

000.000.0000 (Direct number)

email@website.com (Direct email)

Dear _____,

I'm reaching out from [Your Program], which supports rural clinical teams through brief, personalized practice support sessions focused on HIV care and prevention. We are part of the federally funded AIDS Education & Training Center (AETC) Program and provide no cost training and technical assistance.

Sessions are typically 15–30 minutes and scheduled at a time that works best for you. Topics are tailored to your interests and clinical needs.

Would you be interested in scheduling a session?

Best regards,

Signature

Name - Title

📞 000.000.0000

📍 123 Anywhere St., Any City, ST 12345

✉️ hello@website.com