

[Date]

[Contact]

[Title]

[Address 1]

[Address 2]

[City, State, Zip Code]

Dear Partner in Health:

Thank you for sharing the strengths of your organization with the [name of local community] Syphilis Elimination Effort (SEE). We are grateful for the skills and resources you bring to help eliminate syphilis from our community. Your willingness to [describe type of action or involvement in the local effort] is greatly appreciated and valued.

Enclosed are [identify the materials from the SEE Toolkit you are providing them] to assist you in your efforts. Please distribute them to [identify the target audience this organization agreed to distribute materials to].

On behalf of the [CBO, health department] and all the people and organizations involved in [name of local community]'s SEE initiative, thank you for supporting this important public health effort. Our success will mean improved health and well-being of the members of our community. Feel free to e-mail or call me with any questions, comments, concerns, or ideas.

In Health,

[Signature]

[Title]

[Organization]

Enclosure