**INTRODUCTORY COVER LETTER**

*[Date]*

*[Medical/Social Services Organization]*

*[Role]*

*[Address]*

Dear *[Mr. /Ms. Name]*,

*[Title X Family Planning Provider Agency]* is a Title X-funded family planning service site. We provide family planning services that include contraceptive services, pregnancy testing and counseling, helping clients achieve pregnancy, basic infertility services, preconception health services, and sexually transmitted disease (STD) services. *[Title X Family Planning Provider Agency]* prioritizes the needs of low-income families and uninsured individuals who might not otherwise have access to family planning services.

I am interested in meeting with you to discuss the possibility of referring our clients to your organization for their health care needs beyond the scope of what we provide. I would also like to discuss those instances where referrals to our services may better address your clients’ family planning needs.

Please let me know if there is a day and time we could discuss these possibilities, and I will set up a meeting.

Sincerely,

*[Name]*

*[Role]*

*[Title X Family Planning Provider Agency]*