



Sample Letter of Invitation for Advisory Council Applicants

Dear [insert name],

I am pleased to invite you to join the [patient and family advisory council or name of the council if it has been chosen] at [insert name of hospital].

- Our first meeting will be held on [insert day and date].
- The meeting will begin at [insert time] and end at [insert time].
- We will meet in the [insert room number or name and building number or name].

[NOTE: Insert information about whether refreshments will be provided. Also insert logistical information about where to park, parking reimbursement and procedures, child care arrangements, stipends, or any other reimbursements provided]

At this first meeting, we will make introductions, review the purpose and general goals of the advisory council, discuss initial steps, answer any questions you have, and decide on the best times for future meetings.

If you cannot attend this important meeting, please let me know as soon as possible.

We are looking forward to working with you to improve our care and services at [insert hospital name]. If you have any questions before the first meeting, please feel free to contact me.

Sincerely,

[Staff liaison or key contact name, position title, and contact information]



Sample Letter of Regret for Advisory Council Applicants

Dear [insert name],

Thank you for your interest in joining the [insert patient and family advisory council or the name of council if it has been chosen] at [insert name of hospital]. Due to the limited number of openings on the advisory council, we will not be able to offer you a position at this time.

I would be pleased to speak with you about other opportunities to serve as an advisor or volunteer at [insert name of hospital]. If you are interested, please contact me.

I will keep your name and contact information in our database if an opening on the advisory council becomes available in the future. Please let me know if you do not want to be considered for another position.

Again, thank you for your interest in serving as an advisor at [insert name of hospital]. We appreciate your desire to improve the care experience for our patients and families.

Sincerely,

[Insert staff liaison or key contact name, position title, and contact information]