LETTERHEAD

**Date:**

**Partner Name:**

**Site Name(s):**

Dear [INSERT NAME],

I am writing to confirm the Site Improvement through Monitoring Systems (SIMS) [INSERT TYPE OF VISIT-COMPREHENSIVE, FOLLOW-UP, CONCENTRATED] visit scheduled for [INSERT DATE(S) OF VISIT]. The SIMS team will arrive at the [INSERT OFFICE NAME] at approximately [INSERT TIME] on [INSERT DAY] afternoon/morning.

The objectives of this SIMS visit are to:

1. [INSERT OBJECTIVES—USE THIS SPACE TO CLARIFY DIFFERENT PURPOSES OF VISIT TYPES-COMPREHENSIVE, FOLLOW-UP, OR CONCENTRATED]

A draft agenda is attached; however, the agenda may be revised upon the team’s arrival to accommodate staff schedules. The availability of the following staff is requested during the visit to allow for periodic review and clarification of findings.

Please refer to the attached list of documents that should be available for review during the visit.

The formal debriefing will be conducted with key staff at the conclusion of the visit. During this time, the SIMS team members will provide a summary of the assessment and any initial recommendations for next steps. A paper copy of the dashboard will be left at the site for reference. An electronic or soft copy of the completed dashboard will be sent to you by email within 10 business days from the completion of the visit.

We recommend that you review the attached SIMS Assessment Resources & Tools in advance of the visit. Should you have questions regarding the upcoming visit, please do not hesitate to contact me at [INSERT PHONE NUMBER] or by email at [INSERT EMAIL ADDRESS].

Thank you and we look forward to meeting with you and your team.

Sincerely,

Cc:

Attachments: Agenda and SIMS Assessment Resources & Tools