

Sample Email: Site to Community Org

Subject: Quick intro + idea to co-host a “What to Expect in a Clinical Trial” chat

Hi [Community Leader First Name],

I’m [Your Name], [Your Role] at [Research Site/Clinic Name] in [City]. We partner with community organizations to make mental health research easier to understand and access. I’m reaching out to introduce myself and explore a simple collaboration with [Community Org Name].

Idea: Co-host a short, public conversation—“**What to Expect in a Clinical Trial**”—for your members (30–40 minutes, in person at your space or ours).

Why this helps local families: It demystifies research, and provides info on the safety, benefits, and potential compensation of clinical trials on mental illness so people can make confident, informed decisions.

If you’re open to it, could we do a quick 20–30 minute planning call? I’m free:

- [Day], [Date], [Time Range]
- [Day], [Date], [Time Range]
- [Day], [Date], [Time Range]

Draft session outline (30–40 min):

- 5 min — Welcome & why research matters locally
- 10 min — Trial basics (phases, safety oversight, participant rights, costs/compensation)
- 10 min — Q&A with a study clinician and a peer/family voice
- 5 min — How to find local studies + next steps

If those times don’t work, please share two or three that do. I’d love to make this easy and useful for your community.

I look forward to hearing from you!

Warmly,

[Your Name]

[Title], [Research Site/Clinic Name]

[Phone] | [Email] | [Website]