

# Sample Outreach Letter: Proactive Approaches to Domestic & Sexual Violence

[Date]

Agency Head Name  
Title  
Agency Name  
Address  
Address Line 2

Dear [Recipient Name]:

[AGENCY NAME] is currently seeking input from both our current partners and those organizations that we do not presently collaborate with to gather information that will assist us with strengthening our response to victims of domestic violence, dating violence, sexual assault, and stalking. You are receiving this because of the support, services, advocacy, or resources that you provide to adult victims of these crimes.

As a community organization in our jurisdiction, we are inviting you to provide feedback regarding our responses to and investigations of crimes of gender-based violence to assess the extent to which victims of violence trust [AGENCY NAME] and to provide insight into collaborations and relationships between community organizations and our agency.

I hope your organization will consider contributing insights and information about your experiences with the agency as a part of this assessment. I invite you to reach out to me with any questions or concerns.

Thank you,

[agency leadership signature]

[agency leadership name]  
[agency leadership email]  
[agency leadership phone]