Subject: VCU / VCUHS Community-Engaged Partnership Map and Database

Dear [NAME OF COMMUNITY PARTNER]:

I’m writing to let you know that VCU has launched a new system that compiles information on community partnerships, the **VCU & VCUHS Community-Engaged Partnership Database (CEPD).** This database will be an essential tool in facilitating VCU and VCU Health’s efforts to more effectively connect and collaborate with partners in the community.

This system displays real-time information on more than 400 community-engaged partnerships across VCU and VCUHS, collected through surveys in past years. This tool will be rolled out in phases and, currently, only VCU and VCUHS employees have access. In future phases, this data will be publicly available so that community partners like you can better discover VCU colleagues and departments with similar interests, and quickly identify your collaboration efforts with VCU.

I am writing to formally ask your permission to share our partnership story in this database. If you agree, the database will contain the following information about our partnership:

* Partnership Name
* A description of the partnership
* Length of Partnership *(begin date & end date, if applicable)*
* Partnership Focus & Population *(e.g., issue and population being addressed by partnership)*
* Service Area or geographic reach of partnership
* Partnership Activities *(e.g., outreach, teaching, research, or healthcare-related service)*
* Affiliated VCU or VCUHS Members and contact information
* Additional information to describe partnership *(e.g., aims, goals, impact)*

**Specifically, the database will contain the following information about** **your organization**:

* Name, address, and website

If you have questions about the database, you may contact me or the CEPD lead analyst at VCU’s Division of Community Engagement, David Timberline (hldavid@vcu.edu; 804-828-8829).

**Please let me know if you DO NOT agree to be included in the VCU & VCUHS Partnership Database by XXXXXXXXXX.**

Community partnerships are a critical part of VCU Health’s mission to serve the Commonwealth. Our work would not be possible without your support, guidance, and expertise. Please get back to me at your earliest convenience.

Sincerely,

[**SUBMITTER NAME HERE**]