

Health PEI

Date

Dear *[Patient & Family Partner Name]*:

Welcome to the *[name of the committee/working group]*! We are delighted to have you join us. Our *[committee/working group]* is made up a variety of team members *[Please briefly describe the group make-up]*. The main purpose of this committee/working group is (...). Like you, those of us on this *committee/working group* have varied perspectives and experience but we all share a common passion for making our health care system better for all Islanders. Your journey and experience within our health care system gives you a unique voice and we want to hear it. We are pleased to have you join us and hope this will be an interesting and enjoyable experience for you. So welcome aboard.

If you have any questions about this committee/working group's expectations, please feel free to contact *[your name and contact info or another committee member's information]*. Again, on behalf of our *[committee/working group]* members, thank you for joining us! We look forward to working with you! Also, please feel free to contact Kim Bustard, the HPEI Patient Experience Manager by email kabustard@ihis.org or by phone at: 902-368-4921 for any other questions you may have regarding your new role as Patient and Family Partner.

[Your Signature]

[Name, title]

[Position on the Committee/working Group/Team]