

Dear <insert name>,

The Office of the Assistant Secretary for Preparedness and Response provides leadership and funding to our facilities through grants and cooperative agreements to support healthcare preparedness. We have assessed our planning efforts to date against the national funding priorities and identified business continuity, also called continuity of operations (COOP), as a key initiative throughout our current 5-year grant cycle.

To provide further background I am enclosing a SBAR Report that summarizes healthcare business continuity.

On <insert date>, you will receive an e-mail that provides further information and links for our organization. Please share these materials with our leadership team <insert name> to ensure our organization benefits from upcoming resources and training.

I can be reached at _____ with any requests or questions you may have about this initiative.

Kind regards,

<name>