

Greetings Colleague:

Exciting News! The Voice Foundation is forming a chapter right here in [*Location*] and I want YOU to join us! My name is [*Your Name*]. I am a [*MD at the University of Your Information*] working in the area of [*specialty*]. My work is motivated by my interest in [*explanation of what motivates your work*].

At present, my work is focused on [*current work/research*], in research being conducted at [*Name of University*]. [*More about your work: This research is being supported by a grant from the National Science Foundation. A report of this project was recently presented in May at the annual meeting of The Voice Foundation in Philadelphia.*]

The Voice Foundation is the world's oldest and leading organization dedicated to voice care. Its membership includes laryngologists, singers, speech pathologists, voice teachers, actors, and scientists, all of whom share a common interest in the care and use of the human voice. Its programs and services are described on its website: voicefoundation.org. It is my aim to form a local chapter of this organization to promote **an ongoing, interdisciplinary conversation** among people in [*Your Location*] who work in these fields.

I invite you to be part of this conversation. My preliminary plan is to offer bi-monthly meetings at which there would be a presentation by local voice professionals and discussion.

Please respond to this e-mail to indicate if (1) you are interested in participating, (2) you have questions, or (3) you are not interested at this time. After I have heard from several people across a variety of disciplines, I will send additional information and announce a time and place for the first meeting.

Thank you for reading this message. I look forward to your reply.

Sincerely,

Your Name, Your Degree(s)

Your Affiliation or Association