



Sample: OFR Recruiting Letter

[Insert agency letterhead]

[date]

[Name]

[Address]

[City, state, ZIP code]

Dear Colleague/Partner:

You are invited to participate in overdose fatality review (OFR), an innovative data-sharing process to address drug-related overdoses in our community.

OFR involves a case review process that generates information about decedents and their interactions with our services and systems. This information will be used to craft recommendations to prevent future similar deaths. This process has been effective for reviewing homicides, child fatalities, and maternal deaths and is now a nationally recognized model.

The OFR team will meet [monthly, quarterly] at the [location] from [time]. Members must commit to regular attendance, providing data about the decedent, and contributing to the discussion.

The authority to conduct case review through data sharing is detailed [information here] in [statute, MOU, regulations]. Attached is an interagency agreement and a confidentiality agreement that need to be signed prior to your participation on the OFR team.

Thank you for your consideration. Please direct any questions about the program to me. I look forward to working with you.

Sincerely,

[your name here]