

Template Letter to Send to the Office to Request August Visits  
*To be faxed or emailed*

Date

To: **Representative/Senator Name**

CC: **Scheduler First Name**

From: **Your Name**

Re: Simulation Center Visit and Tour

Dear **Senator/Representative Last Name**:

On behalf of the [**insert the name of your simulation center here**], I'm writing to extend an invitation to you to visit our medical simulation training center during your return to [**state/Congressional District**] in August. Our medical simulation training facility is located at [**insert name of the institution where the facility is located and the address**].

We would like the opportunity to show you first-hand the value and benefits of medical simulation training in the education and development of medical providers, such as physicians and nurses. Medical simulation uses mannequins and computer modules to allow medical professionals to practice a medical procedure in a simulated setting before being asked to execute the same procedure on a live human being.

Using this type of simulated procedure reduces the potential for medical errors and decreases the health care costs associated with those medical errors, which by some estimates reach \$17-29 billion annually. You may view examples of these simulation models and learn more about medical simulation by visiting [**www.medsim.org (or) insert your simulation center's URL if you have pictures of your simulation center's training process**].

The demonstration of our center's simulated training modules and mannequins should take approximately one hour, which will allow time to discuss the procedures you will be observing. We would be happy to work with your staff to select a convenient date and time for your visit. We also would be willing to work with your staff to invite local media to observe this tour. Please contact [**name of person who will do scheduling and coordination**] at [**direct phone number and email address**], the person at [**name of your simulation center**] who will be coordinating the details of your visit.

With the health care reform discussion in Washington, it is essential that the issue of medical errors be addressed. We hope a visit to our simulation center will provide you with the necessary information on medical simulation training as the health care debate continues.

Sincerely,

[**Signed by the highest ranking official in your facility**] \*

[ **Title**]

*\* The higher the ranking, the better, but don't hold the email/fax if you can't get immediate approval. It's more important that the email be send immediately.*