Dear Dr. \_\_\_\_ or <insert school nurse name>

I am a local pediatrician working \_\_\_\_. I appreciate your expertise and work in our community, especially during the time of the COVID pandemic. I am contacting you to see if I may assist with your efforts in reopening schools during this time, so that we can partner in providing information to school districts. Is there a time that is convenient for us to connect?

I can be reached by email xxx or by phone xxx and look forward to speaking with you!

Sincerely, \_\_\_\_\_\_\_\_\_\_\_\_\_