**Meeting request communication via email, letter or social media**

The below text template has been developed for you to use when approaching relevant individuals about your White Paper / position document to introduce yourself and request an initial meeting. Fill in the details as indicated and add any other information that you think would be relevant.

In addition to making contact via email or sending a letter, contacting policy makers via direct messages on social media platforms such as Twitter is also a good way to reach out.

Should you require any further support, please do not hesitate to contact the Secretariat [secretariat@makesensecampaign.eu](mailto:secretariat@makesensecampaign.eu).

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**Subject: Head and Neck Cancer – Make Sense Campaign**

Dear [insert name],

By way of introduction, my name is [insert name] and I am writing to inform you about the *Make Sense* campaign in [insert country] and ask for your engagement and support.

For reference, the *Make Sense* campaign is a not-for-profit initiative run by the [European Head and Neck Society](https://www.ehns.org/) (EHNS), which aims to raise awareness of head and neck cancer and ultimately improve outcomes for patients with the disease. Around XX,XXX people are diagnosed each year in [insert country], and the disease poses a significant health burden. [Insert any further relevant head and neck cancer statistics from your locality]. Issues such as promoting earlier diagnosis, alcohol/tobacco reduction and advocating for multidisciplinary care require the urgent support and action from policy makers across Europe such as yourself.

We have recently produced a [insert name of White Paper / position document] which outlines the key challenges, needs and action points required at a policy level to address the issues that head and neck cancer poses in [insert country] specifically. [Link or attach document].

**We would love the opportunity to introduce ourselves, our aims and how you may be able to support the work being done to improve outcomes for all those affected by head and neck cancer. Please let us know if you would be happy to meet with us to discuss this further?**

In the meantime, we have included some further information below should you wish to know more about the *Make Sense* campaign.

We very much hope that you do join our efforts and we look forward to hearing from you.

Many thanks in advance,

[Insert name]