# Title X Site Visit Report Cover Letter Template

**Purpose:** The cover letter introduces the site visit report and the response plan template, which can
be customized.

**How to use:** Insert the grantee’s name and logo, subrecipient information, and other details where indicated and as needed. Send the completed letter, along with the customized [Title X Site Visit Report Template](https://rhntc.org/resources/title-x-site-visit-report-template) and [Title X Site Visit Response Plan Template](https://rhntc.org/resources/title-x-site-visit-response-plan-template), two to four weeks after the on-site visit.

## Report Cover Template

*[****insert Grantee Name/Logo***]

***[Subrecipient Contact Name]***

***[Subrecipient Contact Title]***

***[Subrecipient Agency Name]***

***[Address]***

***[City, State, Zip Code]***

***[Date]***

Dear ***[Subrecipient Contact]***:

Thank you for your time and hospitality during the Title X site visit conducted on*[insert* ***dates****]****.***

The attached report details the results of the site visit that are consistent with [*insert* ***overall impressions here such as “the strong administrative leadership and quality of clinical care provided”*].** There are *[insert* ***number****]* areas of improvement indicating that [***Subrecipient Agency Name***] complies with all other aspects of the family planning contract and applicable federal regulations and guidance.

Please complete the attached response plan within [*insert* ***number of days here, e.g., 30–60 days****]* from receipt of this letter and report.

Sincerely,

*[****Name****]*

*[****Job Title]***

*[****Grantee Name****]*