Dear Sir or Ma’am,

Your partner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ recently received services at [Organization name]. As part of our routine procedures, we would like to invite you to our clinic.

[Modify paragraph based on services offered by your organization] We’d like to offer counselling to you on STI and HIV prevention including PrEP and tips for communicating with your partner. You may come by yourself or with your partner for couples counseling. You will also have the opportunity to have free HIV testing and STI counseling and treatment if you would like it, but it is not required.

You may call or text the number below if you would like to schedule an appointment. You may also come to the clinic to schedule a time.

Please do not hesitate to contact me at [add phone number] should you require further information.

Regards,

[Name]

*[Title]*

[Organization]