**Title X Site Visit Report Cover Letter Template**

**Purpose:** The cover letter introduces the Site Visit Report and the Corrective Action Plan. This template 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 [Site Visit Report and Corrective Action Plan](https://www.fpntc.org/resources/title-x-corrective-action-plan-cap-template), two to four weeks after the on-site visit.

**Report Cover Template**

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

***[Date]***

***[Subrecipient Contact’s Name]***

***[Subrecipient Contact’s Title]***

***[Subrecipient Agency Name]***

***[Address]***

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

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

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 of findings****]* compliance findings 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 Corrective Action Plan (CAP) within [*insert* ***number of days here, e.g., 30–60 days****]* from receipt of this letter and report.

Sincerely,

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

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

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