[Date and place on school letterhead]

Dear Dr. Sekhar,

It is our pleasure to partner with you on this Patient-Centered Outcomes Research Institute proposal to support our school in implementing universal depression screening. We heard about this opportunity through [insert connection].

[Name of school] is located in [city, state] in a primarily [rural/urban/suburban area]. Our school includes 9-12th grades with a student body of [insert number]. Our student demographics are [insert race/ethnicity, any info on free/reduced price lunch or title 1 status].

We are also aware, based on your prior work in the Screening in High Schools to Identify, Evaluate and Lower Depression (SHIELD study), that students who are screened and identified with depressive symptoms are twice as likely to engage in treatment. However, we also anticipate screening will be a significant challenge, and we would benefit from some assistance in this space.

Both [name and title] and [name and title] at our school are committed to attend the proposed 6-month training series during the 2024-2025 academic year. We are aware that attending the training will be followed by a commitment to implement universal screening for at least one high school grade in the 2025-2026 school year. Dr. Sekhar and the Penn State PRO Wellness team will continue to provide technical assistance throughout this time. I can also confirm that [named individuals] have the expertise and authority to be able to see through implementation of universal screening in our school setting.

Addressing adolescent depression is of paramount importance in supporting student success. We look forward to partnering with you.

Sincerely,

[name and position]