**Formative Research Telephone/Email Script**

Dear \_\_\_\_\_,

My name is \_\_\_\_\_\_\_\_\_ and I am working with the [NAME OF THE INSTITUTION] to carry out a formative study to learn about the best way to identify pregnancies, births and deaths within communities and establish a surveillance system to monitor them. The formative study will contribute to establishing a nationwide surveillance system for mortality and cause of death, allowing the government to have regular data for health policy and program decision making. As a government official working in health related issues in the country, we think your knowledge, experience and suggestion would be helpful to the study.

We would like kindly request a meeting or a phone call with you for a brief interview on the matter. Please let us know what time would be convenient for you for this interview. It will only take up to \_\_ minutes of your time.

Sincerely,

\_\_\_\_\_\_\_\_