**Do-It-Yourself Dissemination Tool Kit – Elected Officials: Executive Summary Template**

*Format: E-mail to elected official stakeholder with the Executive Summary*

* *Remember you must contact the JHU Office of Government and Community Affairs before reaching out to elected officials (*[*gca@jhu.edu*](mailto:gca@jhu.edu) *or 443-287-9900)*

**Subject:** Insert a short, concise subject that declares your main finding

Dear insert names,

Below (and attached) is an Executive Summary of a recent study that demonstrates insert main message of the findings.

**These findings are an important contribution because complete**.

This study is an example of insert your school-lead study that was funded by insert funder and impacts the lives of insert stakeholder.

The views expressed here are my own and do not necessarily reflect the policies or positions of Johns Hopkins University/Johns Hopkins Health System.

Sincerely,

Signature

Insert the text of the Executive Summary and the visualization of findings in the e-mail body (below signature)