

Sample Email to Operational Lead Offering a Formal Debrief

Good Morning/Afternoon [enter name],

As part of TGLN's commitment to support organ and tissue donation at [enter hospital name], I would like to offer my participation in a formal staff debrief about the recent organ donation case at your hospital, MRN# 123456, TGLN# 123456.

A debrief with all parties involved in the case, including hospital staff, physicians, and leadership will provide attendees with an opportunity to review the case, celebrate successes, address concerns, and identify any opportunities if applicable.

Please let me know if this is something you are interested in pursuing.

Thank you.

Hospital Programs Manager/Director

December 13, 2016