**Community Placements - suggested email to be adapted and sent to organisations**

Subject: GP trainee interested in learning more about the work of XXXX

Dear X,

I hope this email finds you well.

My name is X and I am a GP trainee working at XXX practice.

GP trainees are doctors who have chosen to specialise in general practice. As part our training to become GPs we complete 18 months working in general practice and 18 months working in hospitals. I am in my first year of GP training and have just commenced six months working at XXXXXX medical practice.

One of the key elements of our training is learning about the community we are working in, the needs of the community and the third sector organisations that provide invaluable support to individuals and communities. As part of my six months working at XXX practice I am given two afternoons/mornings to spend time with an organisation of my choosing, called ‘community placements’. I am particularly interested in your work XXXX because of YYYY. I wondered whether it might be at all possible to spend some time learning about the work you do and the needs of the people you work with? The placements are supposed to be very flexible and are not intended to incorporate formal teaching, it might be that I attend a group you are running or spend time with your staff or clients. We hope that the learning would be mutual.

Following our placements, we present what we have learnt back to the practice and to our fellow trainees working in other areas of the city. We hope that these placements will foster closer relationships between GP practices and the third sector.

I wonder whether you might consider hosting me at your organisation on one/two X afternoons/mornings? I’d be very happy to discuss details further.

Thank you for your time. Kind Regards,