

Attachment: Email Template

Subject: Invitation to Assess DoD Toolkit for Responding to Suicide: Leadership Input Needed

Dear [Military Leader's Title and Last Name],

I am reaching out to you on behalf of the Defense Suicide Prevention Office (DSPO). DSPO has created a toolkit to assist leaders in managing units following a death by suicide in their unit. We need input from leaders like you to make sure this toolkit is useful.

That's why we are asking for you to participate in a new interview project designed to get your candid feedback about the toolkit and your experience in managing units following a Service member's suicide or suicide attempt. Your information will be vital in making sure that the toolkit meets the needs of leaders in the future.

[Option A Text: Specifically, we are looking to interview a select number of military leaders who experienced a suicide-related event while in a leadership role within the past five years.]

[Option B Text: Specifically, you have been nominated to participate in this interview because you recently experienced a suicide-related event while in a leadership role within the past five years]

Here are more details about the project:

- Interviews will be *in-person* or on *Teams*
- Individual interviews will last *60* to *120* minutes
- All information will be confidential

We realize there are many demands on your time and really appreciate you considering our request.

- **If you are willing to participate in this project, please respond to this email letting us know, and we will set up a time at your convenience.**
- If you are not sure, and would like to learn more about this project, we would be happy to answer any questions.

Your perspective will help shape DoD's efforts to support leaders in the Military community who encounter this difficult challenge.

Thank you for considering participating in this project.

Sincerely,