**Example Email Template to Program Officer**

Subject: Request for call to discuss *INSERT* due on *INSERT DATE*

Dear Dr. *INSERT LAST NAME*,

I am interested in submitting a proposal for RFA #*INSERT* “*RFA Title*” and would like to schedule a call with you to discuss whether my research is appropriate for this opportunity. [If your request is urgent, indicate that here and explain why.]

[Briefly describe your proposed work and why you think it is a good fit.] If it would be helpful, I can provide a [brief concept paper / specific aims] for you to review prior to our call. [If you have specific questions that you want the PO to consider, include them here.]

[Provide possible days/times or indicate that you can be available at the PO’s convenience.]

Thank you in advance for your assistance. I look forward to talking with you soon.

Your Contact Info