**Instructions for use:**

This template is designed to assist you in reaching out to teachers and headteachers effectively as part of the Schools Outreach Initiative. It's intended to be personalised to suit the specific needs and circumstances of each school or educational institution you contact, and may be sent either by email, or as a letter using this letterhead.

Personalisation is key to making a meaningful connection with your recipients. By tailoring the content, you will increase the chances of a positive response. Therefore, please take the time to adapt the template, adding specific details where required, and making it relevant to each school or teacher you are contacting.

Before sending the correspondence, always review it to ensure accuracy and relevance.

Thank you for your dedication to inspiring future generations in pharmaceutical statistics. We wish you success in your outreach efforts.

**Template**

**Subject: Inspiring Careers in Statistics Educational Activities for [School Name]**

Dear [Teacher's/Headteacher's Name],

I hope this email finds you well. My name is [Your Name], and I am [Your Role] at [Your Company]. I am reaching out to you as a member of PSI, ( Statisticians in the Pharmaceutical Industry), a community dedicated to leading and promoting the use of statistics within the healthcare industry for the benefit of patients. An important focus for us is inspiring the next generation about the potential of quantitative careers through outreach activities within schools, universities, and other educational establishments. We are conscious of the need for students to explore diverse career options within quantitative and scientific disciplines.

[Include a brief personalization or mention any specific connection your association has with the school or local area, if applicable.]

Pharmaceutical statistics plays a pivotal role in the medical and healthcare industry. It's the science behind making crucial decisions about the safety and efficacy of medicines, ensuring the best interests of patients worldwide. Careers in pharmaceutical statistics offer incredible opportunities for those interested in mathematics and science.

I'm excited to offer [School Name] the opportunity to host a [workshop, assembly, activity, or careers talk], tailored to your preferences. We could accommodate [specify number of students/ age range/number of classes] with this activity. The sessions are not only informative but also interactive and engaging, offering students the opportunity to:

· Gain insights into the practical applications of statistical concepts.

· Bridge the gap between classroom learning and real-world scenarios.

· Cultivate a deeper interest in mathematics and statistics.

· Discover the potential of careers in pharmaceutical statistics.

We are keen to partner with [School Name] for this educational initiative. If this opportunity interests you, please let us know your preferred dates and any specific requirements you may have. We have availability [specify dates if you have any in mind}, and we would require [specify what notice you would need to deliver the session].

[Specify a proposed timeframe for the workshop, and if applicable, mention how much notice is required. Additionally, enquire if a DBS check would be necessary for facilitators, and state whether you already have one in place.]

Thank you for considering this opportunity to inspire your students about careers in pharmaceutical statistics. We look forward to the possibility of collaborating with [School Name] to make a positive impact on the educational journey and career awareness of your students.

Should you have any questions or require further information, please do not hesitate to contact me at [Your Email Address] or [Your Phone Number] to discuss. In the meantime, more information about the schools’ outreach activities of PSI can be found here: https://www.psiweb.org/careers/schools-zone

Yours sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]