***[Your Name]******[Your Title]******[Your Institution]******[Address]******[City, State, ZIP Code]******[Email Address]******[Phone Number]******[Date]***

***[Recipient's Name]******[Recipient's Title]******[Institution Name]******[Address]******[City, State, ZIP Code]***

Dear ***[Recipient's Name]***,

I am writing to you to present a case for the ***[Institution Name]*** to support the establishment of a new interdisciplinary ***[cleft palate/craniofacial]*** team. The creation of such a team would address a significant need in our community and position ***[Institution Name]*** as a leader in the comprehensive care of patients with cleft lip, cleft palate, and craniofacial anomalies.

An interdisciplinary approach brings together specialists from various fields, including surgery, orthodontics, speech-language pathology, audiology, genetics, pediatrics, dentistry, psychology, social work, and nursing. This model of care is essential for effectively addressing the complex medical, dental, speech, and psychosocial needs of patients. The benefits of an interdisciplinary team to patient care include:

1. **Enhanced Treatment Outcomes:** Combining the expertise of diverse specialists allows for the development and implementation of highly effective, individualized treatment plans.
2. **Improved Coordination of Care:** Regular interdisciplinary meetings ensure seamless communication and coordination, minimizing the risk of redundant or conflicting treatments.
3. **Holistic Patient Management:** Considering the physical, emotional, and social aspects of care significantly improves the overall quality of life for patients and their families.
4. **Continuous Care:** Providing consistent, long-term follow-up is vital for monitoring and adjusting treatment plans as patients grow and develop.

The American Cleft Palate Craniofacial Association (ACPA) advocates for the highest standards of care for patients with cleft and craniofacial conditions. An interdisciplinary team at ***[Institution Name]*** would align with ACPA’s [Parameters of Care](https://acpacares.org/parameters-of-care/), which outlines essential components of comprehensive cleft and craniofacial care. This document serves as a guideline for providing optimal patient care.

Benefits to***[Institution Name]***include:

1. **Alignment with Best Practices:** Establishing an interdisciplinary team positions ***[Institution Name]*** at the forefront of specialized healthcare, adhering to established best practices and standards of care.
2. **Enhanced Reputation:** Offering state-of-the-art care for cleft and craniofacial patients will enhance ***[Institution Name]***’s reputation as a leader in specialized healthcare, attracting patients and professionals.
3. **Community Impact:** Providing comprehensive, coordinated care will meet a critical need in our community, improving patient outcomes and quality of life.

Once established, we intend to apply for ACPA Team Approval to further validate our commitment to excellence in cleft and craniofacial care. Obtaining ”Team Approved” status will ensure that our team meets the highest standards of care and is recognized for its dedication to providing comprehensive, multidisciplinary treatment. As an ACPA Approved Team, we would also have access to valuable resources and be listed on the ACPA website as an option for patients and families to consider when seeking care.

Creating a new cleft and craniofacial team at ***[Institution Name]*** is an investment in the health and well-being of our community. It will enhance our institution’s reputation, align us with best practices, and significantly improve the lives of patients and their families. We strongly urge you to support this initiative and look forward to the opportunity to discuss this further.

Thank you for your consideration of this important matter.

Sincerely,

***[Your Name]******[Your Title]******[Your Institution]******[Email Address]******[Phone Number]***