Date

First Last

Title

XX School District

Address Line One

Address Line Two

City, State ZIP

Dear Name,

As community members, we share a strong vested interest in ensuring adequate, equitable afterschool and summer programming for our students.

That is why I write today. I would like to pursue a partnership between our respective organizations, so we can work together to help students in our area make up lost ground during the summer.

My organization, name here, is an experienced provider of Out-of-School Time (OST) services. Our ties to the community are both deep and robust, and we would like to offer our experienced team to help collaborate with your school district to re-engage children in their learning, support your educators’ classroom work with complementary enrichment activities, and assist with child care.

Our staff members know how to work with quality and capacity building among adults. We are prepared to undertake whatever professional development, program design activities, and leadership support necessary to create the right opportunities to support the children of our community most effectively.

Whether it’s a half-day enrichment program to support a half day of academics, innovative strategies to support students’ personal and emotional wellbeing, or simply providing a means of leveraging our community connections, we are prepared to do the necessary work to help our local children grow and thrive this summer.

Our organization is committed to doing whatever it takes to help ensure our local children get the support they need to be successful, thriving members of our community in the years ahead.

I’ll reach out to you very soon to follow up and see how we can begin to work together. Thank you!

Sincerely,

Signature