



Collaborative Partner Request Letter

Directions: Use this sample as a template for creating your own letter to initiate new community partnerships.

[DATE]

Mrs. Sharon Nicolas
21st CCLC Program Coordinator
ABC Elementary School
123 First Street,
Anywhere, CA 09876

Rainbow English Language Center
Mr. William Johnson
789 Third Avenue,
Anywhere, CA 09876

Dear Mr. Johnson,

My name is Sharon Nicolas, and I am the 21st CCLC Family Engagement Specialist at ABC Elementary School's afterschool program. Our program's purpose is to increase the academic achievement level of students in grades 4 and 5 through academic enrichment and extracurricular programming. We recognize that an essential component of achieving such success resides in involving families and facilitating the connection between them and outside services.

An existing program partner recently made us aware of your organization. Bill Hernandez, Director of Community Outreach, mentioned your program as a strong provider of literacy support for bilingual and native Spanish speaking families in our area. Currently, over 50% of students enrolled in the afterschool program are native Spanish speakers with family members who could benefit immensely from your services.

I'm writing to request an initial in-person meeting to discuss how we could work together in supporting these local families. If you are interested, please reach out to me at your earliest convenience at [email] or [phone number]. My hope is that a partnership between the 21st CCLC program and the Rainbow English Language Center moves more community families forward towards future success.

Thank you for your time regarding this important matter. I very much look forward to working together in the near future.

Sincerely,

Mrs. Sharon Nicolas
21st CCLC Program Coordinator

