

Letter Template: Community Engagement Plan

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Community Engagement Plan for Our Diversity Initiative

Dear [Recipient's Name],

We are excited to share our community engagement plan for our newsroom's diversity initiative, aimed at fostering inclusivity and representation in our reporting and storytelling.

As part of our commitment to diversity, we plan to:

- Conduct outreach programs to engage underrepresented communities.
- Host roundtable discussions to gather insights on community issues.
- Partner with local organizations to amplify diverse voices.
- Implement training sessions for our staff on cultural competency.

We believe that by actively engaging with our community, we can better serve our audience and enrich our journalism. We invite you to collaborate with us in this important work.

Thank you for your attention and support as we strive to create a more inclusive newsroom.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]