

Request for Private School Team Involvement

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [your position or relation to the school, e.g., a parent of a student at your school, a coach, etc.]. I am writing to formally request your involvement in our upcoming [event, activity, or program] at [School Name].

We believe that your expertise and passion for [specific area, e.g., athletics, arts, etc.] would greatly enhance the experience of our students. We are eager to collaborate and make this initiative a success.

Details of the [event/activity]:

- Date: [Insert Date]
- Time: [Insert Time]
- Location: [Insert Location]
- Description: [Brief description of the event/activity]

We would be honored to have you as part of our team and would love to discuss this opportunity further. Please let us know your availability for a meeting or call.

Thank you for considering our request. We look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Position, if applicable]