

Engagement Letter

Date: [Insert Date]

From:

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To:

[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to propose a collaboration between [Your Organization] and [Recipient Organization] for a literacy program aimed at [briefly describe the goals and objectives of the program].

This engagement aims to [outline the key activities, responsibilities, and contributions of each organization]. We envision that this partnership will significantly benefit [target audience] by [describe the expected outcomes].

We suggest the following timeline for our collaboration:

- Phase 1: [Description of Phase 1, Dates]
- Phase 2: [Description of Phase 2, Dates]
- Final Phase: [Description of Final Phase, Dates]

If you agree to the proposed collaboration, please sign and return a copy of this letter by [insert response deadline]. Should you have any questions or need further clarification, feel free to reach out.

We are excited about the opportunity to work together to improve literacy and make a positive impact within our community.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]

[Your Organization]