

University Community Outreach Program Proposal

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to present this proposal for a community outreach program organized by [University Name]. Our goal is to actively engage with the community by [briefly describe the purpose of the outreach program].

This program is designed to address [specific issues or needs], and will involve [briefly outline the activities or initiatives planned]. We believe that through collaboration, we can foster positive change and contribute to the welfare of our community.

We would appreciate the opportunity to discuss this proposal further and explore potential partnerships with [Recipient's Organization]. We are confident that, together, we can make a significant impact.

Thank you for considering this initiative. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[University Name]

[Email Address]

[Phone Number]