

Collaboration Request for After-School Programs

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are committed to enhancing the educational experiences of students through innovative after-school programs.

We believe that collaboration with [Recipient Organization] would greatly enrich our programs and provide meaningful opportunities for students in our community. We are particularly interested in [briefly describe area of interest or collaboration idea].

We would love to schedule a meeting to discuss how we can collaborate to benefit our students. Please let me know your availability in the coming weeks.

Thank you for considering this collaboration opportunity. I look forward to your positive response.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]