

Affiliation Proposal Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Community College Name]

[College Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to propose an affiliation between [Your Organization] and [Community College Name]. Our mission aligns closely with the goals of your institution, and we believe that a partnership can enhance educational opportunities for students in our community.

We are particularly interested in collaborating on [briefly explain specific programs or initiatives]. By combining our resources and expertise, we can create impactful experiences that will benefit both students and faculty alike.

We would be thrilled to discuss this proposal further and explore the potential for a mutually beneficial partnership. Please let us know a convenient time for you to meet or talk over the phone.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]