

Sample Solicitation Letter

Letter should be on school's letterhead.

(Insert today's date)

(Insert Contact Name)

(Insert Company Name)

(Insert Company Address)

Austin, TX (Insert Company Address & Zip Code)

Dear Mr./Miss/Mrs. (Insert Contact Last Name):

The mission of **(Insert Your School Name)** School is to provide a quality education that focuses on academic and social growth for all our students. Through the Austin Partners in Education program, **(Insert Company Name)** can partner with **(Insert Your School Name)** to improve student achievement and help our young people meet the challenges of the future.

Your company can partner with **(Insert Your School Name)** in many ways. The number one need our students have is direct contact with an adult role model. This can be accomplished through employees volunteering as mentors one hour per week, adopting a class to provide tutoring support in collaborative study groups or by coordinating a **(Insert Company Name)/(Insert Your School name)** volunteer program. We also have other needs such as providing student incentives, supplies, equipment or by hosting campus beautification projects.

Each partnership we have at **(Insert Your School Name)** is unique and based on the needs, objectives and resources of the school and the partner. If **(Insert Company Name)** agrees to partner with **(Insert Your School Name)** School, we would develop a relationship that would be beneficial for your company and employees, as well as our students.

Enclosed you will find information on **(Insert Your School Name)** School and Austin Partners in Education. This information will give you a brief snapshot of our school and the Adopt-a-School Program.

I will follow up with you by phone in two weeks to discuss our request for **(Insert Company Name)** to become a partner with **(Insert Your School Name)**. At that time, I will be glad to answer any questions you may have. We would love to have you visit our school and can schedule a tour if desired.

Thank you for taking the time to look over the enclosed information and for considering our request. We hope that **(Insert Company Name)** will agree to become a partner with **(Insert Your School Name)** School and join us in our efforts to make Austin known as a learning community.

Sincerely,

Signature

(Principal or Partner Contact)

(Insert Your School Name) School

Your email address

Your phone number