

PARTNERSHIP LETTER

Reaching out to local businesses and organizations can increase the sustainability of your program. Here is a sample template of a letter that could be used to reach out to build partnerships to support your program.

Your contact information

Date

Name of the person to whom you are sending your letter

Job title of person to whom you are sending the letter

Name of business or organization

Street address

City/province/postal code

Dear (Name)

My name is (your name), and I am writing on behalf of the school nutrition program at (name of school). There is a critical need for children and youth to be well nourished during the school day to ensure that all children are able to participate fully and equitably in learning, social life, and a promising future. Our school is attempting to make a positive difference by providing (describe your program) and we need the support of strong community partners to achieve this goal. We would be most grateful if (name of grocery store) could support our program by (describe what you are asking for – ex. food donations, discounts on purchases, free delivery to the school).

Please contact me at (your phone # and/or email address) if you are able to help, or if you would like to find out more about our nutrition program. If I don't hear from you within a week, I will contact you personally. Thank you in advance for your support. We look forward to working with you and creating a stronger community.

Sincerely,
(Your name)