

## SCHOOL LETTERHEAD

Date

Dear *Name of NGO*

An invitation for your organisation to work in our school – *subject line*

*Paragraph 1 - introduction*

Our school would very much like to invite you to run your programme entitled ... at our school. We feel that our learners and/or teachers would greatly benefit from the skills/assistance you are able to offer. In addition, we have heard only good things about your ... programme from other participants and schools (*could mention specifically where they saw or heard about the programme*).

*Paragraph 2 – School's motivation*

School should motivate why they need the programme. (E.g. our school is situated in a very disadvantaged area **or** we are a well-run school, but really lack resources in the area of ... **or** our school is understaffed and would really appreciate assistance in the following areas: ... **or** we feel that our teachers would really benefit from training in the following skills which you are able to offer: ... or our learners struggle with ... and we believe that your programme will greatly assist us in remedying the problems we are experiencing.)

*Paragraph 3*

We would appreciate it if you could please contact us at your earliest convenience to meet with us and discuss a possible partnership.

Yours faithfully

*Signature of principal*

*Full names and title of principal*