

NGO/ORGANISATION LETTERHEAD

Date

Dear School Principal

Invitation to run our programme entitled ... in your school (*subject line*)

Paragraph 1

Provide the following information about your organisation and programme:

- Name and brief background or history
- Type of programme you are offering to schools
- Benefits of your programme to learners or teachers
- Duration of your programme
- Target of programme (teachers/learners or both)
- Time and venues needed
- Whether in-school or after-school programme

Paragraph 2

We would like you to contact us, if you think that your teachers and/or learners could benefit from what we have to offer. We would love to meet with you and answer any questions you may have, as well as provide additional information.

Paragraph 3

Please note that before we begin working in a school, we require that we both sign a Memorandum of Understanding (MOU). In addition, we would like to address both the parents and learners/teachers with whom we will be working, as well as receive permission from the parents/guardians.

Paragraph 4

We look forward possibly to working with you and your learners and/or staff. You may contact me at the following email address if you are interested:

Yours faithfully

Signature

Full names and title

Contact details (cell, email, etc.)