

{{Date}}

The {{Salutation}}  
{{SchoolName}}  
{{SchoolAddress}}

Dear {{Greeting}},

Subject: Conducting FLN classes at {{SchoolName}}, by our teacher, Ms.{{TeacherName}}

We appreciate your interest and support in partnering with Shraddha Maanu Foundation in providing your students with holistic education. We are conducting classes at {{SchoolName}} from {{StartDate}}.Ms. {{TeacherName}} will be conducting the classes in your school for students in {{Standards}}.

The terms of our engagement will be as follows:

1. The classes will be held on weekdays, from Monday to Friday between {{StartTime}} to {{EndTime}}.
2. Pre-Assessment will be conducted based on the score, the session will be planned.
3. We will teach {{Subjects}} and Value Education.
4. English will be taught offline or online by an expert faculty from Shraddha Maanu Foundation.
5. We will provide students’ workbooks and materials for activities.
6. Our teacher will be equipped with a Projector and White Screen for conducting the classes.
7. We will need storage space to keep our teaching-learning materials in safe custody.
8. We request permission to put up a small flex board at your premises.
9. We will cover your school on SMF’s social media pages and need your permission.
10. The school will provide classrooms with a black board.
11. Engagement is valid for 1 year and renewed annually.
12. We collect student information to track attendance and performance.
13. Each batch will have not more than 15 students; additional students will be split into batches.
14. Kindly inform Mr. Yesu Raj if SMF teacher is being substituted.

We look forward to working with {{SchoolName}} in grooming your students as national builders.

Warm regards,  


Yesu Raj. A  
Lead - Operations  
Shraddha Maanu Foundation