

# Sample Letter to Request Partnership

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\*Use the school's stationery with the letterhead.

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[DATE]

DIRECTOR  
[ORGANIZATION NAME]  
[ADDRESS]

Dear Sir/ Madam:

Our school is concerned about the safety of our students and the citizens in our community. To address this topic we are planning a Road Safety week during [INSERT DATE OR TIMEFRAME].

The goal of the themed week is to increase students' and the community's awareness of the hazards associated with drinking and driving, distracted driving, and reckless and unsafe use of ATVs and motorbikes.

Since your organization champions road safety, your expertise in this area would be very helpful. I hope you will consider being part of our Road Safety week. We would appreciate a chance to discuss this program further with you. I will call you in the near future to set up a time that would meet your schedule.

Your organization will be credited whenever possible for your involvement in the program.

Sincerely,

[NAME]  
Principal or Student Council President

# Partnership Request Letter Sample

**Lingjun Ying**



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