

SECTION 3d: Sample Initial Contact Letter

[Date]

[Service Site Supervisor]

[Address]

[City, State, Zip]

Re: Potential USF Service-Learning Placements

Dear [Service Site Supervisor]:

Jack McLean, our Coordinator at the Office of Community Service & Service Learning, informed me that your organization may have community service opportunities for students from my [title of USF course] class during our [Fall/Intersession/Spring /Summer] semester. Based on the information I have received from Jack about your organization, I think it would be wonderful if we could collaborate in this way.

My primary goal in placing students at your organization would be to **[describe anticipated outcome]**. I will be asking the students to work at least **[# of hours]** total hours between **[beginning date]** and **[end date]**, and to **[describe any related assignments, i.e., produce a report, etc.]** I am hoping that we could work together to place some, or all, of the **[# number of students]** students currently enrolled in the course. I would love to talk with you about the way in which this placement and these students might help you and your organization to meet specific community needs.

I am very excited about this opportunity, because I believe it will give these students a chance to do some direct, "hands-on," experiential learning and at the same time help your organization with its work. Again, I want to thank you for considering this collaboration. I will call you in the next week to discuss details and to confirm if, and how many, students you may be able to place. However, you should feel free to contact me at **[phone number and/or email]** at your convenience.

Sincerely,

[Professor's name]

[Department]