To (Community Partner Name),

As we plan for this coming school year, we would like to introduce ourselves and invite you as a community member to participate in supporting our students. We are very excited for the upcoming school year and we would like for you to be a part of our pursuit of student success.

We are currently seeking community partnerships for the (School Name) Site Council. Site Council is an advisory committee to the principal which is comprised of parents, teachers and caring community members like you. This is a great opportunity to become informed as to what is going on in the school, offer insight on school matters and assist the principal in the decision-making process.

As our community becomes active in giving time and resources to our school, we would like to also give back to the community. If you have any ideas that would allow our students to become involved outside of the school, we would be eager to discuss opportunities with you.

If you would like to be a member of our school Site Council, please contact (Contact Information). Our next Site Council meeting is on (Date, Time and Location). Thank you for your time and consideration. We hope to hear from you soon!

(Principal Name)