

Community Service Work Study Program

Sample correspondence to Community Partner Organization

Dear Ms./Mr. _____,

I am a _____ at Stanford University, and this summer I have the opportunity through the university's Community Service Work-Study program to earn a portion of my financial aid award while working for a nonprofit, governmental agency or Native American Tribal organization somewhere in the United States.

(Name of organization)'s work relates to my personal and academic interests in _____. Would it be possible for me to give you a call to talk more about your organization and the possibility of working with you this summer? Of the organizations I'm exploring right now, I'm particularly interested in (Name of organization) because _____.

If we do find a meaningful way to contribute to your organization this summer, Stanford's Community Service Work Study program will support over 300+ hours at \$21/hr of work in the summer. Stanford University, the Haas Center and the federal government will cover 100 percent of my wages. There will be no cost you your organization. This would be a great opportunity for me to learn about an organization such as yours while helping to advance your mission. I hope we will be able to talk further soon.

Regards,
(Your name) (Your contact info)