

Sample correspondence to Host 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 or governmental 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, the work-study program will support up to 315 hours at \$19/hr of work (\$7,000 per quarter) in the summer, providing your organization can contribute 10 percent of my wages and benefits. Stanford University and the federal government cover the other 90 percent. The total cost to your organization for 315 hours of work is approximately \$600.

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.

Best,

(Your name)
(Your contact info)