Sample Partnership Letter

To Potential Cooperating Classroom

(Use School Letterhead)

 Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Name

School Address

City, Country

Dear Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

 As a teacher of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ grade at \_\_\_\_\_\_\_\_\_\_\_\_School, I am interested in establishing a partnership with your classroom so that are students can engage in a mutually beneficial collaborative unit. My classroom is currently studying \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and would be interested in learning more from your students on this topic while also expanding their cultural knowledge.

 Our goal is to teach our students to be global citizens who are well-endowed with cultural knowledge and appreciation for diverse backgrounds and perspectives. While progressing through our \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ unit of study, we would be interested in setting up a collaboration on any of the following topics:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We are asking you to join us in partnership where we can communicate through videochat to achieve this goal. There is much to gain from student interaction of this kind and by opening a collaborative environment between our two classrooms, I believe that we can develop important academic skills for our students. Please contact me by email at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I hope we can embark on a mutually beneficial effort to improve the cultural capital of our students.

Sincerely,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)