

Date

Agency Name
Department
Address
City, State Zip

Salutation [Senior Official],

Richmond Public Schools (RPS) is pleased to serve as a partner for the [Name of Grant/Proposal – Project Title] by [Lead Principal Investigator/Department] from [Agency Name], in partnership with [Other Partners] for [Purpose of the Grant/Proposal].

We understand that funding is being requested to support partnership development activities focused on our shared interest in addressing [brief description of the area of need]. This project is an excellent way for us to work with partners in the Richmond City community to identify innovative solutions to the challenging problems associated with meeting the needs of [specific area addressing student needs], and increasing/improving [area of impact].

The ultimate goal of this project is to [project details] through [methodologies/project activities], which will achieve [outcome details]. This goal is of great interest to us and we value the opportunity to participate in the development of a shared research agenda. RPS has collaborated successfully with [agency] on the [Name of Project/Grant] in the past, and we are delighted that the results were [provide summary of results].

We have a wealth of knowledge and expertise to contribute, and much to gain from the project. We are happy to support the [grant/proposal] by [general areas of contribution].

As a partner, RCPS agrees to:

- [Commitment]
- [Commitment]
- [Commitment]
- [Commitment]

We look forward to an effective partnership that will bring about improvements to our students' academic achievement and preparation for brighter futures.

Sincerely,

Superintendent's Name
Superintendent