



COMMUNITY PARTNER OUTREACH EMAIL TEMPLATE



Note to Students:

Be sure to update the **bolded** portions in your email outreach.

Dear **Site Contact Name**,

I am a student majoring in **insert major** at California State University San Marcos (CSUSM). I am participating in a service learning course that requests I complete community service hours to complement the course topic of **name of course**. I have to complete **X insert number** of hours this semester. I found your site: **Name** and Opportunity: **Title** in the service-learning database.

Your opportunity is of interest to me as it will provide me with an applied learning experience related to my course topic. I believe I would be a good fit for your organization due to the fact that I **insert reason here, any past experiences or relatable unique skills**.

At your earliest convenience do let me know if the **Opportunity Name** is still available and any additional details, I should know about this opportunity.

Kind Regards,

Your Name