

Template for collaboration on an existing service event

To: communityservice@ucmerced.edu

CC: pricillacardenas@ucmerced.edu

Subject: [Position/Job] Collaboration: [Service Event Name and Date]

Hello CEC Team,

I hope this message finds you well. My name is [Your Name], and I am a [Your Position/Job Title]. I am reaching out to express my interest in collaborating with your team on one of your upcoming service projects.

After reviewing the CEC calendar, I'd love to contribute to the [Event Name] on [Event Date and Time]. I am particularly interested in assisting with [specific task or responsibility you would like to support with], though I'm happy to be flexible and adapt to the needs of the center.

Thank you for considering this collaboration—I look forward to the opportunity to work together!

Best regards,
[Your Name]