

Template for off-campus organizations/groups/individuals that your service project aims to serve

To: Off-campus organization/group/individual's email

Subject: UC Merced Service Collaboration: [Service Event Name and Date]

Hello,

I hope this message finds you well. My name is [Your Name], and I'm a [Your Position/Job Title] at UC Merced. I'm reaching out to inquire if your organization could benefit from some student-driven support through a campus service project.

I'm planning to organize a service event where students can contribute their time and skills to a project that aligns with your needs. One idea I had in mind is [Service project idea], but I want to ensure it aligns with your current priorities. If this isn't quite what you need, I would be more than happy to discuss other ways we can be of assistance.

I'm aiming to host this event by [Date], with the completed project ready for delivery by [Date]. Thank you for considering this opportunity. I look forward to hearing from you and exploring how we can support your important work!

Best regards,
[Your Name]