

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[School's Name]  
[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my interest in establishing an after-school program at [School's Name] that focuses on [specific focus, e.g., arts, sports, academic enrichment].

The proposed program aims to provide students with [brief description of the program objectives and benefits, e.g., opportunities for skill development, social interaction, and academic support]. I believe this initiative will significantly enhance the educational experience and cater to the diverse interests of our students.

To achieve this, I propose [brief overview of the program structure, activities, and potential schedule]. Additionally, I would be happy to discuss possible partnerships with local organizations or community members to enrich the program further.

I would appreciate the opportunity to meet with you and discuss this proposal in more detail. Please let me know a convenient time for you, and I look forward to your response.

Thank you for considering this initiative to benefit our students.

Sincerely,

[Your Name]  
[Your Title/Organization, if applicable]  
[Your Position, if applicable]