

Dear [HR/Community Impact contact],

My name is _____ and I work as a [Your Title] here at [Company Name].

In a sentence or two, tell your Tutoring Chicago story. For example: I've recently joined the Associate Board of Tutoring Chicago, the organization I've been volunteering with for the last few years. The experience has been overwhelmingly positive, and I continue to be impressed by the organization's impact.

I know that [Company Name] strives to be a good corporate citizen. Each year, Tutoring Chicago offers our totally free program to students from low-income backgrounds with the help of more than 1,100 volunteer tutors as well as corporate partners who help make this work possible. I'd welcome the opportunity to share more about the organization, my volunteer experience and how [Company Name] might partner with Tutoring Chicago. Can we set a time to talk in the next week or two?

I'm linking to Tutoring Chicago's 23-24 [Impact Report](#) as well as our promo [video](#) for more information. Thanks for your consideration and I hope we can connect soon.

Best regards,