

Dear Potential Service-Learning Partner,

I am teaching a(n) type of course (e.g., introduction to Industrial Engineering) course in semester .  
Approximately # students will be registered for the course. For their semester project, students will work in teams of # to identify a need relevant to your organization. Student teams will be required to meet with you to define the problem and deliverables. They will also clarify what a reasonable and achievable project plan would be based on your needs, skills of the individual project members, and any logistical

executed well and what lessons were learned for use in the future. They will also reflect on their experience.

If you are interested in partnering with our students for this project, please contact me at [email address](#). Include in your email:

Your organization name, primary and secondary (if applicable) contact person, and contact information

A few sentences explaining the mission of your organization

A brief description of the project(s) on which student teams might be able to work to assist your organization.

Please do not hesitate to contact me directly if you have any questions and/or would like to discuss this opportunity in more detail. My phone number is: [Phone Number](#).

Thank you for your time and consideration. I look forward to your reply.

Name