

## ATTACHMENT A

[Date]

[ Contact's Name]

[Company's Name]

[Address]

[City], [State] [Zip Code]

Dear [ Contact's Name]:

I would like to take this opportunity to introduce you to [Center's Name] and to provide you with insight about the center's programs and services it offers to the community. It is my hope that after reading this letter and reviewing the materials I have enclosed, that we can begin to discuss a partnership between [company's name] and the [Center Name]. The center is a member of the Housing and Urban Development (HUD) Neighborhood Networks Initiative that encourages the establishment of computer learning centers in multifamily housing properties. The center acts as an umbrella for various services and programs designed to increase the self-sufficiency of [Property's Name's] residents and its surrounding community.

[Center's Name] is located in [City], [State]. As you may be aware, many residents of this community are in need of various resources that are typically unavailable to them. The center primarily serves single head of household homes, children, and the elderly, who are usually the most underserved populations. From job training, continuing education, healthcare, and childcare, the center presents a unique opportunity for residents to address the challenges they face, as well as develop skills to overcome their obstacles.

I believe that both of our organizations share a similar purpose and mission and have the resources to assist this community. Your organization provides us with a unique opportunity to serve an often-ignored population in this community. Your outreach efforts have been widespread, and I believe [Center's Name] could be of some assistance in this matter. It is my hope that you would take a moment to review the materials I have provided, which will provide more insight about the center, the community we serve, and the Neighborhood Networks Initiative. After reading this material, I believe you will have greater insight about our community and how you can contribute to this cause.

Should you have any questions, please contact me at [Phone Number] or via e-mail at [Web site address]. You may also visit the Neighborhood Networks Web site at [www.NeighborhoodNetworks.org](http://www.NeighborhoodNetworks.org) for additional information about the Neighborhood Networks Initiative. I will contact you shortly to schedule a meeting to discuss in detail the center and its goals. Thank you for your consideration; I look forward to speaking with you soon.

Sincerely,

[Center Director's Name]

[Center Director's Title]

[Center's Name]