

## ATTACHMENT B

[Partner's Name]  
[Company's Name]  
[Address]  
[City], [State] [Zip Code]

[Date]

Dear [Partner's Name]:

It was a pleasure meeting with you. I enjoyed the opportunity to discuss the [Name of Neighborhood Networks center] with you. Per our conversation, Neighborhood Networks is a community-based Initiative created by the U.S. Department of Housing and Urban Development. The Initiative encourages the establishment of computer learning centers in multifamily housing properties. These centers bring digital opportunity and lifelong learning to low and moderate-income residents where they live. Like [Company's Name], the ultimate goal of the Neighborhood Networks Initiative is to encourage residents' self-sufficiency. I am excited that you have agreed to work with our center. Per our discussion, initial parameters for the partnership may include the following:

[Outline below the parameters of the discussed or agreed-upon assistance. See examples below.]

- [XYZ organization] will conduct a presentation at [name of Neighborhood Networks center] to explain the selection criterion and eligibility requirements to receive services. [XYZ organization] will also provide marketing materials to publicize and promote the program.
- [XYZ organization] will provide [name of Neighborhood Networks center] with an intern that has experience in network administration and help desk administration.
- [XYZ organization] will provide [name of Neighborhood Networks center] interns to offer maintenance and repair assistance for both the property management office and computer-learning center
- [XYZ organization] will provide [name of Neighborhood Networks center] with interns that will tutor both adult and youth residents on desktop software.
- [XYZ organization] will conduct similar outreach activities to all Neighborhood Network Centers in the metropolitan area.

Please advise if my understanding of the above parameters differs from your account. A Memorandum of Understanding (MOU) will be developed and provided to your office for review and comments. [Company Name] is truly a remarkable organization as evidenced by the recognition you have received in the community. On behalf of [Name of Neighborhood Networks center], I appreciate your interest in including our center in your efforts and look forward to a very productive partnership. If you have any questions, please contact me at [Phone Number] or at [e-mail address]. Thank you for your time and consideration.

Sincerely,

[Center Director's Name]  
[Center Director's Title]  
[Center's Name]