

Email introduction template for Head Start programs to initiate conversations with refugee resettlement agencies

Copy and paste this template into an email, filling in the information in the brackets, or use it as inspiration to draft your own email to reach out to refugee resettlement agencies in your community.

Subject: Partnership opportunity with Head Start to help refugee families

Body:

Dear [MR./MS. INSERT CONTACT'S LAST NAME]:

I'm reaching out to gauge your interest in partnering together to connect more families with refugee status with our Head Start program, [INSERT PROGRAM NAME AND PHYSICAL ADDRESS].

Helping families with refugee status find stable employment and child care for their youngest children are among your toughest challenges as a refugee resettlement agency. We think we can help support these families as they integrate in their new communities through child care and employment opportunities.

If you're interested, I'm happy to set up an in-person or virtual meeting with you and anyone else at your agency to discuss how a partnership might benefit both our organizations, as well as the local community of people with refugee status. I look forward to hearing from you, thanks!

About Head Start. Head Start is an early childhood education model committed to 360-degree development of the whole child. This model provides a strong foundation to help set children up for a lifetime of learning and growth in school and the wider world. We promote children's development through early learning, health, and family well-being.

Head Start preschool programs serve the families of children ages 3 and 4. Early Head Start programs serve pregnant women and the families of children from birth through age 2.

Sincerely,

[INSERT SIGNATURE BLOCK]