**[Date]**

**[Recipient’s Name]**   
**[Recipient’s Title]**   
**[Charter School’s Name]**   
**[Charter School’s Address]**

Dear [Recipient’s Name],

I am writing on behalf of [Your Organization’s Name] to express our enthusiastic support for the establishment of Coastal Shores Academy, a new marine science immersive charter school dedicated to serving students with neurodevelopmental disorders with support for multilingual learners. Our organization is committed to fostering … and we believe that Coastal Shores Academy will play a pivotal role in achieving this goal.

We are particularly impressed by the school’s focus on social-emotional learning and executive functioning programs, which are essential for the academic and personal success of students with neurodevelopmental disorders. Additionally, a program that integrates specialized support to English language learners ensures that the most vulnerable among our scholars receive comprehensive services that help them attain to their highest academic potential. Our organization has extensive experience in providing support and resources to families and educators in this area, and we are eager to partner with Coastal Shores Academy to enhance the educational experiences of its students.

To this end, we propose the following areas of collaboration:

1. **Professional Development**: We can offer training sessions and workshops for the school’s staff on best practices …
2. **Resource Sharing**: We can provide …
3. **Family Support Programs**: We can collaborate on programs that offer support and resources to the families of students, …
4. **Community Engagement**: We can work together to organize community events and initiatives that raise awareness about neurodevelopmental disorders and multilingual learners to promote inclusivity.

We are confident that this partnership will be mutually beneficial and will significantly enhance the educational opportunities available to students with neurodevelopmental disorders and who speak English as a secondary language. We look forward to the opportunity to work closely with Coastal Shores Academy and to contribute to its success.

Thank you for reaching out to establish a collaboration that will help the children in our community reach their highest potential. We are excited about this partnership and are available to discuss it further at your convenience.

Sincerely,

**[Your Name]**  
**[Your Title]**  
**[Your Organization’s Name]**  
**[Your Contact Information]**