

Dear (name of person),

I hope this email finds you well. My name is _____. I am a teacher in _____ School and am designing a Project Based Learning experience which involves someone who is knowledgeable about _____(craft/skill)._____

[Project Based Learning](#) (PBL) is a way of learning in which students acquire content knowledge and skills in order to answer a driving question based on an authentic challenge, need, problem or concern.

(Talk about PBL Unit topic) I am designing a Project Based Learning unit on _____ class and would like someone that _____ *(Talk about possible roles)*. I need a community partner to come in and talk to my students about this topic so that students can see the relationship between what they are learning in class and application. *(Give a why for asking the community partner to your class)*

Please let us know if you are interested in partnering with me or can find someone suitable for me. I can give you more details if you'd like. My phone number is _____.

Thank you. I'm looking forward to hearing from you.

Sincerely,
Your Name