[DATE]

[NAME of the person in charge of the school]

[TITLE of the person in charge of the school]

[NAME of the school]

Title: Partnership with [NAME of the organizing party] for Youth Workshop(s).

Dear [NAME of the person in charge of the school],

We extend cordial greetings from [NAME of the organizing party], the [brief description of the organizing party including their mission: 2 lines or 25 words].

As part of our strategy, we [include their main objective linking with the workshop objective: 3 lines or 80 words][[1]](#footnote-2).

At [NAME of the organizing party], we [include their main activities linking with the workshop objective: 4 lines or 100 words and add hyperlinks if it is possible][[2]](#footnote-3).

[Add this paragraph only if there was a previous Youth Workshop and briefly explain it (number of youths, from where, number of workshops): 4 lines or 100 words, add hyperlinks if it is possible][[3]](#footnote-4).

The on-siteworkshop is 3 hours long and involves 6 to 10[public/private specify] high schoolstudents aged 16 to 18 with mixed backgrounds(gender, socio-economic, academic performance, special circumstances, etc.). During the workshop, which would be facilitated by [NAME of the organizing party] specialists, the youth participants will engage in an interactive session in which they share their ideas about their own next steps as well as about higher education in the future.

*Please note that the above paragraph shall be adjusted based on the mode of workshop, length of the workshop, number of participants, ages of participant, and background of participants after your assessment on the local contexts.*

We have identified your school as a potential partner for hosting the Youth Workshop in [country or place]. If you are interested in this opportunity to have your students help shape [NAME of the organizing party], work on [mission of the organizing party], we would love to set up a meeting with you and provide a more detailed plan for our collaboration.

We look forward to hearing back from you soon.

Best wishes,

[SIGNATURE]

[NAME of the person in charge of the organizing party]

[TITLE of the person in charge of the organizing party]

[NAME of the organizing party]

1. As an example for this part: “As part of UNESCO IESALC’s strategy, we generate and disseminate evidence for policy improvement at regional, national and institutional levels, contribute to the capacity building of decision makers and researchers, provide technical assistance to countries and institutional networks, and promote the right to higher education as a public good.” [↑](#footnote-ref-2)
2. As an example for this part: “At UNESCO IESALC, we started a Futures of Higher Education project (<https://www.iesalc.unesco.org/en/futures-of-higher-education/>) in late 2020. The project has 3 phases. In May 2021, we concluded our first phase of the project and published a report based on expert consultation meetings – “Thinking Higher and Beyond” (<https://www.iesalc.unesco.org/en/futures-of-higher-education/expert-consultation/>). In November 2021, we concluded our second phase of the project, in which we collected 1,200 participants questionnaires from almost 100 countries to find out their hopes, concerns, transformations, and contributions are for higher education in 2050. As a result, we published the report – “Pathways to 2050 and beyond” (<https://www.iesalc.unesco.org/en/futures-of-higher-education/public-consultation/>).” [↑](#footnote-ref-3)
3. As an example for this part: “In December 2021, we officially started the third phase of the project: Youth Consultation. With successful completion of a Global Youth Forum with 150 youths and youth leaders from 55 countries, we are now organizing Regional Youth Workshops, aiming to contextualize and deepen conversations among youths from different backgrounds. In Latin America & the Caribbean, the workshops will be held in Caracas, Venezuela.” [↑](#footnote-ref-4)