[Date]

Dear Leaders of [Your Church’s or Organization’s Name],

Paragraph 1: Introduce what is in this packet and why you are sharing it.

Paragraph 2: Share a little information about your family and your homeschooling journey.

Paragraph 3: Share some information about your own background and the gifts and talents you might personally be willing to share with the congregation or school.

Paragraph 4: Include any statistical information that might be relevant about homeschooling families in your congregation or community.

Paragraph 5: Consider whether or not you’d like to include a ‘call to action.’ What would you like the leadership to do? Call you back? Hold a meeting? Discuss with a larger board? If so, by when would you like the action to take place? Add a date or time if relevant.

May God Bless Your Work on Behalf of the Children of Our Congregation,

[Your Name]

At the bottom, list the names of any people or committees you have shared this information with so everyone who has received it knows which other boards or individuals have been given a copy. Suggestions include your Pastor(s), School Board/Board of Ed, Board for Youth, Deacons or Elders, and/or Chairman of the Congregation.