Eric Dane  
Retired Government Officer

Dated: 28th February 20XX

Subject: Request for Partnership

Dear Eric,

I hope that this letter finds you in the best of health. I heard about your retirement from the education department of government and your exemplary performance, therefore, accept my heartiest congratulations. I am writing this letter to request you to join me in a partnership agreement with a Girls College. There are no good colleges for girls in my area therefore, after my retirement, I thought of setting the foundation of a college that provides all the essential subjects.

Your partnership will be an asset to the college as your experience in the education department will allow us to legalize the matters with the education board as well as the implementation of law according to government policy.

Moreover, your information regarding different subjects will prove beneficial for career counseling of students as these days, students are always confused about the career path they should choose.

I hope you will consider my request and reply to me on an urgent basis so that we could initiate this venture together and lay the foundation of an amazing learning experience.

Eagerly waiting for your response.

Regards,

Patrick Dempsey  
Retired Government Professor