

**NONPROFIT CORRESPONDENCE**  
***Sample Letter Requesting an Informational Interview***

2720 Euclid Drive  
Philadelphia, PA 19110  
April 15, \_\_\_\_

James Weston, Assistant Director  
American Association of Community Service Organizations  
7210 Connecticut Avenue, Suite 223  
Washington, DC 20036

Dear Mr. Weston:

I have been most impressed by your work with community service organizations in Philadelphia. Indeed, the recent article appearing in *Association Trends* on your promotion to assistant director of AACSO stressed what I learned a long time ago here in Philadelphia -- you have an exceptional talent to get the local organization to work together in pursuing the national agenda of AACSO. Congratulations on a well deserved promotion!

Your public service career with community service organizations is one I hope to emulate. After six enjoyable years of working with these organizations at the local and state levels, I am convinced I want to pursue a long-term career in this field and especially from a much broader national perspective. My research and public relations work with these groups may also be of interest to you.

Would it be possible for us to meet briefly to discuss my career interests in this field? I believe your advice would be most valuable in helping me better define my future with community service organizations.

I will be in Washington, DC during the week of April 21-25. Perhaps your schedule would permit a meeting during that week. I will call your office on Tuesday morning, April 8, to see if such a meeting would be possible.

I look forward to meeting you and learning from your experience.

Sincerely,

Sarah Taylor

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