**[Recipient Name]**

**[Recipient Organization]**

**[Recipient Organization Address]**

Dear **[Recipient Name]**,  
  
My name is **[Name]**, and I am the Executive Director of **[PCI Chapter]**, a trade association of precast, prestressed concrete building material manufacturers located in **[US States]**. I'm reaching out to you with the goal of meeting to discuss your career program and how **[PCI Chapter]** might partner with the amazing career development already happening in the region. In a nutshell, our precast producers own/operate manufacturing plants within the **[PCI Chapter]** region. Those plants use skilled labor to make products. Those products are then used in the region on large scale projects such as bridges, parking garages, schools etc. As you might imagine, keeping plants staffed can be a challenge at times and creating a pipeline of skilled workers is something the producers of **[PCI Chapter]** are very interested in. I would enjoy an opportunity to meet in person or talk to you over the phone to hear about your program and discuss how/if a partnership might be developed to benefit your students as well as my producers. Thank you for your time and have a wonderful day.   
  
  
Kind regards,

**[Name]**

Executive Director **[PCI Chapter]**

**[PCI Chapter Contact Address]**