

Sample Letter – Faculty

Name of Appropriate Officer
Name of Organization
Street or Post Office Box
Town, Arkansas

Dear _____:

The University of Arkansas Cooperative Extension Service provides many educational services to this county. Information provided is based primarily on research from our own University of Arkansas as well as other land-grant universities and the U.S. Department of Agriculture. Continuous effort is being made to expand these educational benefits in this state. Our present major program emphases are in the broad area of:

1. Agriculture (crops, livestock, poultry, etc.)
2. Family and Consumer Science (food, clothing, housing, etc.)
3. Youth (4-H work, projects and activities, etc.)
4. Community development (working with local leaders on programs for greater use of resources.)

The Cooperative Extension Service is required to comply with civil rights laws and regulations, including the following: Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; Age Discrimination Act of 1975; Americans with Disabilities Act of 1990 and Executive Order 11246. Extension cannot provide assistance to any organization that illegally excludes persons from membership or participation in any activities of the organization or subjects any person to discrimination because of their race, color, sex, gender identity, sexual orientation, national origin, religion, age, disability, marital or veteran status, genetic information, or any other legally protected status. If you have any questions about how civil rights regulations affect the assistance that can be rendered by the Cooperative Extension Service to organizations, we will be glad to assist you in any way possible.

We appreciate your cooperation and will continue to solicit your support and suggestions as to how we can work more effectively with individuals, groups, and organizations to make our state a better place to live.

Sincerely,

Name

Title