**Diversity Recruiting Outreach Letter**

Dear [Name of minority group],

[Company name] is a local [industry] employer. We pride ourselves on the diversity of our workplace and are continuously seeking to recruit individuals who will enhance this diversity and, ultimately, the effectiveness of our organization. One way we are able to achieve this is by providing notices of job opportunities to organizations such as yours.

[Company name] takes pride in providing jobs within our community that offer competitive pay, comprehensive benefits and career-path opportunities for [insert job titles or job family]. [Provide more details about your organization here].

As a local diversity community leader, we invite your assistance in sharing our employment opportunities with your [students, members, constituents, etc.] and, if your organization has an online job board or other recruitment source, we would like to discuss possibilities for advertising our job openings with your organization.

Included are some printed materials regarding our employment opportunities and [insert other promotional information such as job fairs, benefits offerings, etc.] for you to share with your [students, members, constituents, etc.].

Thank you for your consideration.

Sincerely,

[Name]  
[Job title]  
[Company name]