

SAMPLE LETTER TO COMPANY CONFIRMING AN APPOINTMENT

Date

Name

Title

Company

Street Address

City, State and Zip

Dear [NAME]:

Thank you for agreeing to let members of the [NAME OF SCHOOL] SkillsUSA Chapter visit you on [DATE AND TIME].

We will be bringing 4 to 6 students for the visit, accompanied by [NAME OF INSTRUCTOR]. We ask for 30 minutes of your time for a brief presentation about SkillsUSA and a chance to hear from you and your colleagues about [NAME OF COMPANY] and the kinds of workers you hire, products you produce and your impact on our community.

Please feel free to invite your personnel director or anyone else you feel might be interested. We hope to meet with those in management, operations, education and training, or human resources.

If possible, we would like to request a meeting or conference room with a monitor and DVD player. We have a short DVD about our program that we would like to show.

As you may know, SkillsUSA is the national association for students enrolled in occupational training programs at the high school and college levels. Our membership totals 280,000 nationwide. About 14,000 teachers and school administrators work with SkillsUSA, providing educational experiences that encourage teamwork and the development of student leadership abilities.

If you have any questions, please call me at [PHONE NUMBER] or e-mail me at [E-MAIL