

(School Logo)
(School Address)
September 2024

Dear Community Member,

October 21 – 25, 2024 is Virginia College Application Week. On (Date(s) of event), all seniors expected to graduate in 2025 will be encouraged to apply for admission to at least one college or university, if they have not already done so. This event is possible due to the collaborative efforts of the administration, faculty and staff at (Name of your high school), as well as students, their families and volunteers across the community.

The goal of the program is to increase the number of eligible Virginia high school students applying to colleges early in their senior year. Information about completing the Free Application for Federal Student Aid (FAFSA) will also be made available during the event.

(Name of your high school) will be hosting our Virginia College Application event on (Date(s) of event) to assist students during the application process. We welcome the community to be a part of the program. If you are interested in volunteering or guest speaking during the event, please let me know. Volunteers can greet and sign-in students, assist students with the completion of college applications or distribute information about financial aid opportunities.

If you have any questions please call or email (Site Coordinator's Name, Site Coordinator's Title), at (Site Coordinator's phone number and email address). Thank you in advance for your support of this exciting initiative to encourage all Virginia students to make college a part of their future.

Sincerely,
(Name of Site Coordinator)
(Title)

