

<<School Logo Here>>

<<Name and Contact Information>>

<<Date>>

Dear Institute of Higher Education,

This letter is to inform you of the upcoming Transition Fair. This annual event, sponsored by << high school/community partner>>, will be held on <<date>> at <<location>> from <<time>>. You are cordially invited to participate in this year's event. We are grateful for the information, knowledge and opportunities that you can make available to our students. Enclosed you will find a copy of the Transition Fair flyer and participant registration form, which must be returned by <<date>>. If you would like, you're welcome to provide an item for a door prize. These prizes will be drawn and given away to the students throughout the day.

The goal of the Transition Fair is to provide students and their parents/guardians with information on educational opportunities for all students. We want our students to leave knowing what resources are available to assist them with their needs after high school, and what options they have available to pursue postsecondary education and/or job opportunities.

On the day of the event, you may arrive to begin set up by <<time>>. The students and families will begin arriving by <<time>>. To show our appreciation for your willingness to participate, lunch will be provided to all agencies, employers, vendors, local businesspeople and service providers.

If you have any questions, please feel free to contact <<Name>>.

Sincerely,

<<Name>>