

<<School Logo Here>>

<<Name and Contact Information>>

<<Date>>

Dear Employers, Vendors and Local Businesses/ / Dear <<Company Name>>

This letter is to inform you of the upcoming Career Fair. This annual event, sponsored by <<insert high school/community partner>>, will be held on <<insert date>> at <<location>> from <<time>>. You are cordially invited to participate in this year's event. We appreciate the information, knowledge and opportunities you can make available to our students. Enclosed you will find a copy of the Career Fair flyer and participant registration form, which must be returned by <<date>>.

The goal of the Career Fair is to provide students and their parents/guardians with information on future jobs or careers in the area or surrounding counties/cities. In addition, we hope that you will make your table inviting for all students. Persons with disabilities are often unemployed or underemployed, yet they are capable of maintaining a full- or part-time job. Disabilities may be visible or invisible, so we ask that you be supportive and encouraging of any student who comes to your table. We suggest that you provide some information on how your business supports persons with disabilities, in compliance with the Americans with Disabilities Act and Section 504.

If you would like, you're welcome to provide an item for a door prize. Many vendors have done this in the past, and the kids love it! These prizes will be drawn and given away to the students throughout the day. On the day of the event, you may arrive to begin set up by <<time>>. The students and parents 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>>

<<Phone>> <<Email>>