

<<School Logo Here>>

<<Name and Contact Information>>

<<Date>>

Dear <<Name of potential presenter>>,

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 aware of the excellent information and knowledge that you can pass on to our students and their families.

The goal of the Transition 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 want to connect families and students with state agencies and community-based organizations that will help them with their transition. We want our students to leave the fair 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 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. We will contact you further with the exact time of your breakout session and title after we've received your information from you and other presenters. Enclosed you will find a copy of the Transition Fair flyer and participant registration form, which must be returned by <<date>>. Please include all relevant information for your session on this registration form to help us best plan the breakout sessions.

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

Sincerely,

<<Name>>