

Invitation to Superintendent, Directors and Principals

<<School Logo or County Logo>>

<<Date>>

Dear «First_Name» «Last_Name»,

You are cordially invited to our Transition Fair! This annual event, sponsored by << high school/community partner>>, will be held on <<date>> at <<location>> from <<time>>.

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.

Please see the attached conference brochure for details. This year the fair will focus on <<your chosen topic/theme>>. We will have approximately <<number>> special education students participating with <<brief description of the schedule of events>>. This will be a great event, and we would appreciate your support!

We hope that you can join us.

Sincerely,

<<Name>>