

<<School Logo Here>>

<<Name and Contact Information>>

<<Date>>

Dear <<Name of school leader>>,

This letter is to inform you of the upcoming Transition Fair at <<location>>. 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 opening up this Transition Fair to your school and the students you believe would benefit from attending.

The goal of the Transition Fair is to provide students with disabilities 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, your students may arrive by <<time>>, either with a school bus or with their family. We ask that you call the contact listed above, at the number listed above, to confirm that your students will or will not attend, so we can plan accordingly. If you would like your students to attend, please feel free to share information about the Transition Fair with them. Enclosed you will find a copy of the Transition Fair flyer and participant registration form, which must be returned by <<date>>.

However, before you share the information, please don't forget to inform the contact that you're sharing this information with your students, and let that person know if your students will be bused to our school.

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

Sincerely,  
<<Name>>