

<<School Logo Here>>

<<Name and Contact Information>>

<<Date>>

Dear Employers, Vendors, Agencies, Institutes of Higher Education and Local Businesses/ / Dear  
<<Company Name>>

This letter is to thank you for your participation in the Transition Fair. We appreciate the donation that you made to entice students and families to come to the fair. This annual event, sponsored by << high school/community partner>>, was held on <<date>> at <<location>> from <<time>>.

The goal of the Transition Fair was to provide students and their parents/guardians with information on future jobs or careers in the area or surrounding counties/cities, as well as potential postsecondary education and job training opportunities. In addition, we wanted to connect students and families to agencies that can assist in the future. Persons with disabilities are often unemployed or underemployed, yet they are capable of maintaining a full- or part-time job. So, it was important that this information be disseminated. We appreciate that your donation made our event more fun!

We plan to host another Transition Fair next year, and we hope you'll consider donating another item. Please see the evaluation enclosed with this letter. If you attended the fair and would like to provide feedback, we'd certainly appreciate it. If you have any questions, please feel free to contact <<Name>> at <<email.>>

Again, thank you for your donation for our students and families!

Sincerely,  
<<Name>>