

<<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. This annual event, sponsored by  
<< high school/community partner>>, was held on <<date>> at <<location>> from <<time>>. We  
appreciate all the information, knowledge and opportunities that you made available to our students.

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 appreciate that you made 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. We appreciate that you provided some information on how your  
business, agency or institute of higher education supports persons with disabilities, in compliance with  
the Americans with Disabilities Act and Section 504.

We plan to host another Transition Fair next year, and we hope that you'll return. Please see the  
evaluation enclosed with this letter. We kindly ask for your feedback so we can improve our Transition  
Fair. If you have any questions, please feel free to contact <<Name>>.

Again, thank you for your time and dedication to our students!

Sincerely,  
<<Name>>