SCHOOL LETTERHEAD

Month ##, 2024

The Honorable NAME OF LEGISLATOR

Massachusetts State House

Room XXX

24 Beacon Street

Boston, MA 02133

Dear Representative/Senator LAST NAME,

On behalf of **NAME SCHOOL DISTRICT**, I would like to invite you to a Future Teacher Signing Day ceremony celebrating Massachusetts’ next generation of educators.

We have identified students from **NAME OF DISTRICT’s** Class of 2024 who intend to pursue a career in education, and we will be recognizing them at TIME/**DATE** in the **LOCATION** (HS Library/Auditorium, etc.) of SCHOOL NAME. The ceremony will emphasize educators’ importance and the impact they can have on children’s lives.

We hope that you will be able to attend this exciting event and perhaps provide some remarks. Each of our future educators will sign a a letter of intent acknowledging the commitment they are making toto the field of education and their communities. Each student will talk about their decision to pursue a career in education, and each will recognize an educator who was influenced them.

We hope you are able to attend. Your presence would help show the significance of this occasion and the importance of teaching as a profession.

Please RSVP by to **EMAIL ADDRESS** or by calling to **xxx-xxx-xxxx**.

Sincerely,

Superintendent