SCHOOL LETTERHEAD

Month #, YEAR

PARENT NAME

Parent of STUDENT NAME

Parent address

Dear PARENT(S),

Congratulations on your child’s acceptance to college and on HIS/HER/THEIR decision to puruse a career in education! On behalf of **NAME OF SUPT**., I would like to invite you to a ceremony celebrating Massachusett’s next generation of educators, including **STUDENT NAME**.

To emphasize the importance of the teaching profession, we are holding a Future Teacher Signing Day ceremony for students from our Class of **YEAR** who intend to beome educators. Events like these are more common when a high school student decides to play a particular sport at a particular college or university, but we wanted to call the same type of attention to future educators. The ceremony will be at **TIME** on **DATE** in the **LOCATION**.

The program will include remarks by local officials and students signing letters acknowledging the commitment they are making to to the field of education andtheir communities. Each student will also be invited to discuss their decision to pursue a career in education and to recognize an educator who influenced them. We are also inviting representatives from the college that each student plans to attend.

As **STUDENT** **NAME’S** parent, we hope you will be able to attend. this event to help us celebrate our students and the teaching profession.

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

Sincerely,

Principal