SCHOOL LETTER HEAD

Month # , YEAR

Name

Director of Admissions or Education Department Chair

University Name

University Address

Dear Dr./Mr./Ms. Name,

On behalf of **SUPERINTENDENT NAME** and **NAME** High School, I would like to invite you to a ceremony celebrating Massachsetts’ next generation of educators.

We have identified students from **NAME OF DISTRICT’s** Class of 2020 who intend to pursue a career in education, and we will be recognizing their commitment at **TIME** **DATE** in the **LOCATION OF EVENT** (school auditorium, library, etc., including address. The ceremony will emphasize the importance of educators and the difference they can make in students’ lives. An incoming **NAME OF UNIVERSITY** student, **STUDENT NAME,** is among those who will be recognized**.**

The program will include remarks from each student who plans to study education (**CAN ALSO MENTION ANY OTHER KEY NOTE SPEAKERS**). In addition, students will sign a letter acknowledge the commitment they are making to the field of education and totheir communitiesto. We also plan to recognize the educators who informed studens’ decisions to choose teaching as a profession.

As a representative of **NAME OF UNIVERISTY**, we hope that you or a representative of your [college or university] will be able to attendk, and we look forward to welcoming you. Your presence at this event would help communicate the importance of teaching as a profession and your [college or university’s] role in preparing future educators. .

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

Sincerely,

Principal