Student’s home address

Month #, YEAR

Educator Name

School

School Street Address

School Town, MA School ZIP

Dear NAME,

I have decided to attend **NAME OF COLLEGE/UNIVERSITY** to pursue a career in education. On **DATE, NAME OF DISTRICT** Public Schools is holding a Future Teacher Signing Day to recognize **NAME OF** HIGH SCHOOL students who are choosing to study education.

You have been one of my most influential teachers, and I would be honored if you would attend the signing ceremony. **COULD INCLUDE A BIT MORE ABOUT WHAT MADE THEM SPECIAL, HOW THEY BELIEVED IN THEM, etc.**

Our district’s Future Teacher Signing Day will be at **TIME DATE** at **LOCATION of EVENT** (Library/Auditorium, etc.).

Please RSVP to **ORGANIZER’S MAIL ADDRESS** or by phone to **[ORGANIZER’S PHONE NUMBER xxx-xxx-xxxx]**.

Sincerely,

**NAME OF STUDENT**

cc: ORGANIZER, TITLE, NAME OF SCHOOL (OR SUPERINTENDENT’s OFFICE)