

Date

Name

Title

Company

Street Address

City, State and Zip

Dear (Name):

Thank you for your support of the (School Name SkillsUSA.) Your (time/presentation/contribution) helped provide a memorable learning experience for our students. It was also a great way for our students to learn more about the work of (company.)

Your support is helping students become college and career ready. Students are able to take what they learn in the classroom and apply it with SkillsUSA experiences. These experiences help prepare these students by developing 21st century skills that they can use in any industry.

Our SkillsUSA chapter certainly hopes to foster a closer relationship with (company) that can result in benefits for both sides. I hope you will consider continuing your involvement in our program, and perhaps you can attend our upcoming (event- could be a competition, banquet, service project, etc.). Please contact me if you would like more information on furthering your involvement with our organization.

Your help has made a lasting impact on our students. Please contact me if I can ever be of assistance to you in any way. My direct line is (phone number) and my email is (email address.)

Sincerely,

Name of instructor

Title