# <<SUBJECT>>

Support CTE and Idaho’s future workforce!

# <<COPY>>

Dear <RECIPIENT’S NAME>,

My name is <YOUR NAME>, and I’m the <TITLE> with <ENTITY WITH WHICH YOU ARE AFFILIATED>. In recognition of Career Technical Education (CTE) Month this February, I’m helping the <SCHOOL DISTRICT> and <CITY> Chamber of Commerce coordinate their IGNITE CTE effort. This one-day statewide job shadowing experience connects high students in CTE programs with local employers. The goal is to provide these students with insights into different career opportunities within our community and to help them better understand what it's like to work in CTE-related fields. These students have been taking classes related to your industry, so they have an awareness of and interest in pursuing a career in your field.

We’re asking local businesses like yours to host 5-10 students from 10 a.m. to 1 p.m. on Thursday, Feb. 1. This visit would involve a tour of your facility, an opportunity to talk with professionals in their field of interest (such as you or your employees), and ideally some hands-on opportunities to apply what they’re learning in the classroom on the job.

Since the event will take place over lunch, students will eat at your business. The district can provide lunches, or you may choose to sponsor lunch for your visitors. This is an excellent opportunity to share your experience with students and offer advice, such as classes to take in high school, ways to gain more experience, or why you chose to go into this field. It’s also an opportunity for them to ask you questions!

If you’d be willing to participate in IGNITE CTE, please let me know by <DEADLINE>. Our students need to know what opportunities are available here in our community, and we sincerely hope you’ll consider supporting these future members of our workforce. Please get in touch with me if you’d like to learn more about this event. I look forward to hearing from you soon!

Sincerely,

<YOUR NAME>

<CONTACT INFORMATION>