Dear Name of Contact

My name is Your Name and I provide services to students with disabilities who will soon be completing high school. My students are currently preparing to transition from high school to a job, college, or training program. To ensure they are prepared to enter college or workplace environments, students are receiving instruction focused in the following areas:

* Exploring job interests
* Gaining community work experiences
* Continuing their education after high school
* Advocating for their needs

We are looking for community members to support students in their learning by sharing their knowledge and experience. We urge students to get involved in their communities so that they can gain experience and participate in activities that will expand their understanding of work, college, or job training experiences. This will help them to gain important information about what they can expect after high school and how they can best prepare for those next steps. Most of these activities can be completed virtually or in-person. These activities include:

* **Informational Interviews**: An opportunity for students to ask questions and learn more about a business, organization, or postsecondary education program
* **Tours**: An opportunity for students to visit a workplace, college, or training program in order to learn more about and experience the environment
* **Guest Speakers**: An opportunity for business partners to be invited to speak and share information with students
* **Job Shadowing:** An opportunity for students to follow an employee to learn about their position
* **Career and College Fairs**: An event that provides students with exposure to a variety of employers or postsecondary education programs

If you are interested in learning more about how you can support students’ learning, please contact me at Contact info.

I am happy to set up a quick meeting or phone call to answer any of your questions. If you are willing to participate, we can work together to plan one of these activities when it works best for your schedule.

Thank you for your consideration and time,

Your Name