

ADD SCHOOL LETTERHEAD AND LOGO

Date

Business Name
Business Contact
Address
City, State, Zip Code

Dear (*insert name of business contact*):

Thank you for your interest in the *Take Your Teacher to Work Day* program. I have received numerous referrals and wish I could take advantage of them all. However, since this is not an option, I would like to add your name to the program database so other teachers may contact you for a career shadowing experience at (*insert business name*).

Thank you, again, for your willingness to participate in the educational process of Manatee County students.

Sincerely,

Teacher Name
School Name