

Date

Name, Title

Company

Street Address

City, State and Zip

Dear (Name):

I have some wonderful career and technical education students in the (CTE program area) at (Name of School) who are training to become America's most highly skilled and motivated workers. These students are some of the best and brightest that Tennessee has to offer.

In addition to enrollment in my courses, these students also belong to SkillsUSA, a student organization serving thousands of members nationwide. SkillsUSA's mission is to empower its members to become world-class workers, leaders, and responsible American citizens. Involvement in this organization helps each student excel through leadership, teamwork, citizenship, and character development. SkillsUSA has served millions of members since its inception.

As part of their SkillsUSA chapter experiences this school year, our students would like to (Hold a classroom competition, attend a state or national conference, etc)]. The (School Name & SkillsUSA) chapter and I am writing to ask for your assistance. We are requesting your organization/business to provide/donate (make your special request such as materials or personnel to help judge an event) in support of this program.

(If there is an event, list date, time, and details here. Mention any recognition of sponsorship the company will receive in exchange for their sponsorship, goods, or service.)

I hope that we can count on your support of our students in this opportunity. I will call you in a few days to gather your feedback on this request, and to find out any steps necessary to proceed. If you prefer, you may call me at (phone number) or send me an email at (email address) to let me know if support of (School Name & SkillsUSA) might be possible.

As you and your colleagues are considering ways to impact our local community, consider (School Name SkillsUSA) as a way to make a lasting impact. Thanks in advance for your support of career and technical education and young people who are preparing (insert organization tag line.)

Sincerely,

Name of instructor or chapter officer

Title