**SAMPLE PARTNERSHIP LETTER**

Dear (insert name of Business or Community Leader):

My name is (insert name) and I am the (insert job title) at (insert name of district/school). I am excited about the impact (insert company/organization name) makes on society (or insert a fact for a more personal touch).

I am interested in partnering with (insert company/organization name) to better prepare our students to be college- and career-ready. (Insert district/school name) is committed to ensuring all students have every opportunity available to connect classroom learning to real-world experiences.

Together, we can create supportive, engaged communities where K-12 students experience career fairs, internships, job-shadowing opportunities, mentorships, and industry tours.

Below are some ways we would like to partner with you:

* Come visit (insert school/district name) to talk about career pathways and how your company/organization affects the community at-large.
* Serve on our school/district’s business advisory council.
* Collaborate with your business and community leaders to develop career pathways that lead to high-skill, high-demand occupations.
* Discuss what employability skills your company needs to meet labor-market demands. Visit our classrooms and communicate with students and families about professional behaviors students need upon graduation.
* Make monetary donations or human capital investment.
* Provide work-based learning (internships, job shadowing, mentorships) experiences that help prepare our students for in-demand jobs.
* Come visit (insert school/district name) to talk with students about your company/organization and share your personal career path stories.

(insert school/district name) hopes you will join our efforts to ensure Oklahoma students have an opportunity to be college- and career-ready.

Please call or email me at (insert contact information) to get started.

Sincerely,

(Insert your signature)   
Printed Name and Title