Career-Based Intervention

Your Name, Teacher/Coordinator

Ohio High School

1234 North Main Street

Any town, OH 43251

July 5, 20\_\_

Mr. and Mrs. John Jones

135 Apple Street

Any town, OH 44321

Dear Mr. and Mrs. Jones:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is pleased to announce that your son/daughter, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, has been selected for our Career- Based Intervention program this school year.

Soon, I will be contacting you to arrange a home visit with you and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to explain the details of our CBI program and to have necessary papers signed.

I feel that this program will be an opportunity for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to experience success in school and participate in career-based learning. I look forward to working with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ during this school year.

Sincerely,

Your Name

CBI Teacher/Coordinator