To [business person’s name]

I am [insert name, job title, name of district/school], and I am leading our [school’s/district’s] effort to better prepare all our students for success in college and their careers. I would like to invite you to consider becoming part of SuccessBound, an initiative the Ohio Department of Education is promoting to help business and education leaders create stronger workforce and education pathways that will build economically stable and supportive communities.

Here are some of the ways you could participate:

* Serve on our business advisory council;
* Collaborate with me and our school leaders to develop career pathways that build the skills you need in future employees;
* Visit classrooms and communicate with students and parents about the skills students need to have when they graduate;
* Make a monetary or human capital investment in the schools to create educational pathways for students in high-demand fields;
* Provide work-based learning experiences that prepare students for jobs that are available;
* Make yourself available to students to interview you about your career and career path;
* Invite teachers to visit your facilities to learn about what you do and need.

Thank you for considering helping us in our effort to better serve our students. I look forward to working with you and learning about the skills you need in employees, so our schools can better prepare our students with those skills. Please call or email me if you would like more information. [Insert contact information] [Then, the administrator will follow up in a variety of ways, email, flyers, social media tools…]

Sincerely,

Principal/Superintendent’s name and title

[You could include the [Business FAQ](http://education.ohio.gov/getattachment/Topics/New-Skills-for-Youth/SuccessBound/SuccessBound-Educators/Business-FAQs.docx.aspx?lang=en-US) and [SuccessBound Communties information](http://education.ohio.gov/getattachment/Topics/New-Skills-for-Youth/SuccessBound/SuccessBound-Educators/CommunitiesCard.pdf.aspx?lang=en-US) if this sample message is mailed or emailed.]