Business Letterhead

Plan Tour Invitation Letter Template

[DATE]

School Name - Administrator

[INSERT ADDRESS]

Dear [School Administrator]:

I would like to invite you and your students to visit [INSERT NAME OF COMPANY] in [CITY] on [INSERT DATE]. [Insert information about your company here – number of employees, number of plants or facilities, services provided, number of years in business, etc.]

This plant tour is an opportunity for you to see our facility, meet our employees, and gain a better understanding of our contributions to the Manufacturing industry and to Wisconsin’s economy. We want to provide you with first-hand experience of our company to help you understand what career opportunities we offer.

My staff and I will provide a tour and overview of our operations as well as discussing careers in manufacturing. We expect the entire event to take no more than 90 minutes.

Please contact me at [NUMBER] or [EMAIL ADDRESS]. I look forward to hearing from you.

Sincerely,

NAME

TITLE/COMPANY

PHONE

FAX

EMAIL