[Insert School Logo/Letterhead]

January 13, 2014

Name

Title

Company

Address

City, Zip

Dear ABC Company,

My name is XXXXX and I’m a [3rd grade teacher] at ABC Middle School, and we are hosting the inaugural ‘Amazing Shake’ for our students! We would love to involve you in the program.

*What’s the Amazing Shake?* Teaching students manners, discipline, respect, and how to conduct him or herself in a professional environment are all an important part of our academic program. At ABC Middle School, students learn the mechanics of a proper handshake and working the room so that they are able to present themselves exceptionally well for opportunities today and in the future.

The day begins with 25 business professionals here at ABC Middle School.  Each student has to go through an obstacle course, spending 1 minute interacting with each professional.  When the student walks away, the professionals scores the child based on handshake firmness, eye contact, confidence, common sense, etc.

At noon, the top 22 students are named and they are then transported to a business in Atlanta where they have to interact with more professionals there.  Those professionals name the top 12, and then those students to go the next location.  There are 5 stops in all until there are only 2 left.  Those two have dinner with someone in Atlanta and then that person names the winner.

We would like to invite you and members of your team to participate with us here at our school for Round 1 or to host a round at your offices. This is a great opportunity to connect our students and education to the business leaders in our community.

Do you think you would be able to participate?