Invitation to College Representatives

High School Letterhead

Date

Dear Admissions Representative,

The XX High School Advising Department and GEAR UP will host a College and Career Fair on date in the location, address at time. This is a wonderful opportunity for college admission representatives and industry professionals to gather in one place, so students and families can learn about a variety of educational and career pathways. Please consider reserving this time for a representative of your school to participate in this event.

Customize information based on your plan – e.g., All 450 seniors and juniors will attend, and their families will be invited as well. If a member of your Admissions Office cannot be present on day/eve- ning, we hope you can arrange for an alumnus/alumna to represent your school at the Fair.

Additional information about participating is provided on the following page. Please fill out and return the attached Commitment Form to email address/submit the Commitment Form online insert link at your earliest convenience. We hope that you will join us in making this year’s College and Career Fair a success. If you have any questions, please call me at Phone Number.

Sincerely,

Name Title