**Letter to Senior Families—English**

### School Letterhead

12th Grade Parents and Guardians,

On behalf of Name High School, it is my pleasure to invite you to attend our Xth Annual “Senior Signing Day,” on Day, Month Xth, X:XX – X:XX x.m. in the high school gymnasium/auditorium. This ceremony will recognize all seniors who are committing to continue their education after high school.

You have been an important part of your student’s academic success, and we hope you will help us celebrate. Following the ceremony, students will have an opportunity to meet with a college representative.

Seniors will be recognized if they have committed to one of the following higher education programs:

* 4-Year University
* Community College
* Technical Institute
* Military

Below, I have included answers to some questions you may have about the ceremony. If you have any questions, please contact me. Thank you in advance for your support and encouraging your child to pursue higher education.

Sincerely,

Name

Title

Name High School

(xxx) xxx-xxxx