(Use school letterhead and *High School of Business* logo)

Date

Dear \_\_\_\_\_\_\_\_\_\_\_\_:

Soon you will be selecting courses for the \_\_\_\_\_\_\_\_\_\_ school year. Your name was submitted by (teacher/counselor/student) as a good candidate for our new ***High School of Business™*** program.

*High School of Business* is a series of accelerated courses designed to prepare you to excel in college business administration programs. If you are considering a college major or minor in…

• Business

• Management

• Marketing

• Finance

• Accounting

• Economics

you should consider High School of Business .

Have you heard of project-based learning? Each of the *High School of Business* courses challenges you with real-world hands-on business problems. Teachers serve as guides, rather than lecturers, as you learn complex material en route to completing projects. Up for a challenge with an element of fun? Then consider *High School of Business*.

Enclosed is a brochure about *High School of Business*. Please consider becoming part of this important program. If you have any questions, please stop by room \_\_\_\_\_\_\_\_\_ or email me at \_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_

Marketing Teacher/Business Teacher/Guidance Counselor