September 18, 2018

Business contact name

Business name

Address

Phone

Dear [name],

Thank you for your partnership with the Career Launch program in South Dakota. Your willingness to work with students will increase their awareness of career opportunities in South Dakota allowing them to make informed decisions as they advance along their career pathway.

This letter is to remind you of an (internship, apprenticeship) taking place at (Business name) at (Address) on (Date) at (Time). The student taking part in opportunity is (student name).

I have enclosed the agreement and training plan for this student. I plan to visit the worksite every month to ensure everything is going well. However, do not hesitate to contact me at any time with questions or concerns.

Thank you again for supporting the youth in South Dakota.

Sincerely,

[your name]

South Dakota Career Advisor