[Date]

Dear Mr./Ms.[name of business representative]:

We are the [chapter] officer team from [school]’s Technology Student Association (TSA). We would like to invite you to represent [name of business] at our [name of event] on [date of event], to help our student members better understand your business and its workforce needs, while providing your organization with information about our TSA student organization.

National TSA is a non-profit career and technical student organization (CTSO)—recognized by the U.S. Department of Education—that prepares middle school and high school students across the country for careers in science, technology, engineering, and mathematics (STEM). TSA has more than 250,000 student members across the United States and 3,000 of those members are in Kentucky.

As the [school]’s TSA officer team, we understand that [name of business] shares our interest in creating a workforce that is ready for the future. We cordially invite you to the [name of event] on [date(s) and time(s)] at [location], where you can meet TSA student members and our advisor, engage in STEM events, and discover for yourself why student members and advisors across the country consider TSA to be a creative, exciting, and important extension of their STEM education.

If you have any questions, please contact [school]’s TSA Chapter Advisor [name] at [email and phone number]. Thank you for your time, interest, and support.

Sincerely,

[Name(s)]