

DELTA TECHNICAL CENTER
305 East 200 North
Delta, UT 84624
(435) 864-5710

(Insert date here)

(Insert letter address here)

Dear *(Insert name)*:

We are really excited about the opportunity for our 8th graders to have the opportunity to learn more about your area of expertise. We were pleased that you accepted our invitation to attend the Career Day at Delta Middle School (351 East 300 North) on March 28, 2001 from 8:30 to 10:35 a.m.

Enclosed you will find an agenda for the Career Day. A student assistant will be assigned to each class to assist you as needed and to take you to your next classroom. Also enclosed are possible questions for you to answer in preparing your delivery to the children.

Thank you very much for your support of our students here in Delta. We know your time is valuable and appreciate your still taking the time to introduce our students to some aspects of "life after school." We see this opportunity for the children as an enhanced motivator to help them focus on their school work. Thank you once again.

Sincerely,

Marianne Oborn, WBL Coordinator
Delta Technical Center

enclosures