**Sample Email for Employers or Others to Forward**

Good Morning,

My name is Jane Doe, and I lead the marketing and communications department for (Blue Star Telephone Company). (Blue Star) has been working with teachers and students from (XYZ district or school) for (how long?) and would like to encourage you to host a workplace tour for a small group of teachers. We’ve found it to be a rewarding experience for our employees as well as a good way to build awareness of Blue Star in the community.

Five teachers from (XYZ district or school) have identified your organization as one they would like to visit and tour. Learning more about local employers and the careers they offer will help teachers find better ways to connect their academic lessons to real-world applications in the workplace.

Teacher workplace tours are typically scheduled to last three or four hours and usually involve an introduction to the host organization, a tour of the workplace, time for individual teachers to shadow individual employees, and an open-ended discussion among teachers and their hosts.

For more information, please see the attached participation form or contact (WBL coordinator name, email, and phone). (WBL coordinator name) will be happy to work with you to plan a workplace tour that will be convenient for you and your employees and of great benefit to teachers. If you are not able to participate but would like to learn more about other opportunities to participate in work-based learning activities, (WBL coordinator name) will be pleased to talk with about workplace tours for students, guest speaker engagements, job shadows, or internships.

Thank you,

Jane Doe, Title

Organization

Contact info