Date

Name, Title  
School Name  
Street Address Or P.O. Box  
City, St 98504-0000

Dear Name of Business**,**

School Name is pleased to announce its participation in the Washington State GEAR UP program, a federal program that aims to increase the number of low-income students who are prepared to enter and succeed in postsecondary education.

Education is the catalyst for families, communities, and businesses to thrive. Over three quarters of job openings in Washington require education beyond high school, but only fifty-one percent have postsecondary credentials. School Name’spostsecondary enrollment and completion rate are Insert Data**.** As you can see, our goals are very aspirational. We have a lot of work to do to increase attainment over the next seven years of our GEAR UP grant.

As part of the Washington State GEAR UP program, we are increasing our efforts to engage and inform students and families about education opportunities after high school, ways to pay, and possible careers. We will host activities and events for students and families throughout the year that will be both fun and informational.

BecauseBusiness Nameis a champion for our local community and students, we respectfully request a donation ofSuggested Donation/Service & Purpose. We really appreciate your continued support of our school and our students and families.

If you are able to assist us in this effort, **please contact me no later than** Date**.**

Thank you!

Coordinator’s Name

Coordinator’s Title