

# Letter Templates

## Sample Letter to Elementary and Middle School Families

Dear <insert school name> family,

Our school is participating in College for West Virginia's (CFWV's) annual "College Application and Exploration Week." College Application and Exploration Week will be held at schools across the state from October 31-November 4. During the week, we will focus on helping students learn about the importance of planning for college and about the many college options available to them.

When we use the word "college," we mean any education program beyond high school including certificate programs, career and technical programs, two-year degree programs, four-year degree programs, apprenticeships, and military service. This initiative is so important because to keep up with future workforce demands, 60 percent of working-aged West Virginians will need a certificate or degree. But in 2016, only 31 percent of West Virginians aged 25-64 held at least an associate degree.

We hope the activities happening in the school will help you start conversations at home. Students whose parents talk to them about college and careers are more likely to pursue higher education and to succeed. You don't have to know all the answers about financial aid or applying — just knowing you support them and believe in them can make a world of difference.

If you'd like more information about college planning, I'd encourage you to visit the state's free college and career-planning website, [www.CFWV.com](http://www.CFWV.com). You may also want to check out West Virginia's college savings plan website at [www.smart529.com](http://www.smart529.com). Research has shown that even saving a little bit for college can have a big impact on whether or not a student ultimately enrolls. Knowing that he or she has a savings plan, even a small one, can help your student start to imagine college as part of his or her future!

If you have any questions please call Name, Title, at (000) 000-0000. Thank you in advance for your support of this exciting initiative to encourage West Virginia's students to make college a part of their future.

Sincerely,

School Counselor/Principal/Site Coordinator

## Sample Letter to High School Families

Dear Students and Families,

Our school is participating in College for West Virginia's (CFWV's) annual "College Application and Exploration Week." College Application and Exploration Week will be held at schools across the state from October 31-November 4. We have set a goal that each student in our senior class apply to at least one higher education or advanced training program this fall. Ideally, each student will apply to four or five colleges or programs.

When we use the word "college," we mean any education program beyond high school including certificate programs, career and technical programs, two-year degree programs, four-year degree programs, apprenticeships, and military service. This initiative is so important because to keep up with future workforce demands, 60 percent of working-aged West Virginians will need a certificate or degree. But in 2016, only 31 percent of West Virginians aged 25-64 held at least an associate degree.

In order to apply to college during College Application and Exploration Week, students will need to complete the College Application Checklist we have attached to this letter. We are encouraging all senior students who have not yet applied to college to complete the College Application Checklist prior to the week, as it has all the information students will need to complete an online application. We expect that students and their families will need to work together in gathering the information listed in the checklist.

We'd also like your student to complete the Senior Questionnaire (also attached) and return it to his or her homeroom teacher no later than <insert deadline.> This will help our counseling staff provide guidance and assistance to your student.

Families are welcome to visit the school to assist their student during the application process. In addition, if you are interested in volunteering during the event, please let me know. Volunteers can greet and sign in students, assist students with the completion of online college applications, or distribute information about financial aid opportunities.

If you have any questions please call Name, Title, at (000) 000-0000. Thank you in advance for your support of this exciting initiative to encourage West Virginia's students to make college a part of their future.

Sincerely,

School Counselor/Principal/Site Coordinator

## Sample Letter to Adult Students Families

Dear students and families,

Our class is participating in College for West Virginia's (CFWV's) annual "College Application and Exploration Week." College Application and Exploration Week will be held at schools across the state from October 31-November 4. We have set a goal that each student in our class apply to at least one college program this fall.

When we use the word "college," we mean any education program beyond high school including certificate programs, career and technical programs, two-year degree programs, four-year degree programs, apprenticeships, and military service. This initiative is so important because to keep up with future workforce demands, 60 percent of working-aged West Virginians will need a certificate or degree. But in 2016, only 31 percent of West Virginians aged 25-64 held at least an associate degree.

In order to apply to college during College Application and Exploration Week, you will need to complete the College Application Checklist we have attached to this letter. We are encouraging all students who have not yet applied to college to complete the College Application Checklist prior to the week, as it has all the information you will need to complete an online application. We expect that students and their families will need to work together in gathering the information listed in the checklist.

We'd also like you to complete the Student Questionnaire (also attached) and return it no later than <insert deadline.> This will help our staff provide you with guidance and assistance.

Families, friends and spouses are welcome to visit the school to assist their student during the application process. In addition, if you are interested in volunteering during the event, please let me know. Volunteers can greet and sign in students, assist students with the completion of online college applications, or distribute information about financial aid opportunities.

If you have any questions please call Name, Title, at (000) 000-0000. Thank you in advance for your support of this exciting initiative to encourage West Virginia's students to make college a part of their future.

Sincerely,

Teacher

## Sample Letter Requesting Volunteers or Donations

Dear Name,

Name of Your Organization is pleased to announce its participation in the statewide College Application and Exploration Week event. College for West Virginia (CFWV) has designated October 31-November 4 as College Application and Exploration Week in West Virginia! The goal of College Application and Exploration Week is to assist all students in exploring postsecondary opportunities.

We will be hosting insert activities on Date(s) and would welcome insert request (assistance, donations, etc). With your help, students can connect to resources that will help them prepare for college. Our students would appreciate and benefit from your support as they take a big step toward going to college.

If you are able to assist us in making College Application and Exploration Week a success, please contact Name, Contact Info at Name of Your Organization or School.

Thank you!

Your Name Your Title