

YOUR BUSINESS NAME HERE

Your Business Slogan Here!

BUSINESS ADDRESS * CITY, STATE, ZIP * PHONE NUMBER * Website address

November X, XXXX

Dear Partner in Education,

I would like to take a moment of your time to introduce myself, as well as my educational clinic, YOUR BUSINESS NAME HERE, Inc.

My name is YOUR NAME HERE and I have been actively involved with YOUR CITY HERE schools throughout the last xx years with YOUR BUSINESS NAME HERE, Inc. I am an active educator who is continually looking for innovative ways to help all children achieve academic success.

YOUR BUSINESS NAME HERE is an in-home and on-site support service for students of all ages, as well as students with various academic, enrichment and remedial needs. We offer certified teachers, diagnostic programming, school support, and tutors who have the ability to adapt to a wide range of learning styles and academic needs.

Currently, and in the past, I have worked with many students from XXXXXX High School. I feel that an active referral process between our schools would be beneficial to all involved.

Please feel free to contact me further in regards to any questions you may have regarding YOUR BUSINESS NAME HERE, Inc. and the services we offer at XXX.XXX.XXXX.

I look forward to learning more about XXXXX High School, and the many wonderful services your school offers our young people today.

Sincerely,

YOUR NAME HERE
TITLE