

## *LETTER OF INVITATION FOR PRINCIPAL FOR A DAY*

[school letterhead]

[name & address of invitee]

[date]

Dear [name of invitee]:

Thank you so much for agreeing to serve as “Principal for a Day” at [name of your school] on [date and time serving]. By participating in this program you have let us know that you believe education is a priority for you and we appreciate it fully.

Our purpose is to enable you to experience a day in our school from the principal’s perspective. You will be able to see our challenges and strengths and we will be very interested in your impressions.

I have included information about our school, driving directions, and parking information with this letter. You might want to check our school’s Web site at [site URL].

We hope to attract some media attention about your participation in this event. Please let me know if this is *not* acceptable to you. If there is someone in your office to work with on a press release, please note this on the fax-back form enclosed.

Please complete the fax-back confirmation form and return it to me at your earliest convenience [your fax number]. Let me know if you need any further information.

We very much look forward to having you as our guest.

Sincerely,

[your name and title]

Enclosures