(Use school letterhead and *High School of Business* logo)

Date

To the Parent or Guardian of \_\_\_\_\_\_\_\_\_\_\_\_:

Soon the students here at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ High School will be selecting courses for the \_\_\_\_\_\_\_\_\_\_ school year. As you begin to discuss with your student the course options available, I’d like to let you know about a new program we are offering. ***High School of Business™*** is a challenging business administration program that prepares students to excel in college business programs.

Is your student considering a college major or minor in one of the following?

• Business

• Management

• Marketing

• Finance

• Accounting

• Economics

If so, please take the time to explore our *High School of Business* program.

*High School of Business*, students will experience a project- and problem-based learning environment in which they solve complex business problems. For example, they will understand how academics are used in the “real world” by drawing on their math skills to analyze financial reports and their English skills to deliver an oral presentation to a panel of local business professionals.

Please note: the courses in the program are intended to be challenging. They will stretch the minds of our students while preparing them for success in college and beyond.

A program brochure is included. Please contact me if you have any questions.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

Phone:

Email: