**Sample Email to Employers from WBL Coordinator**

Good Morning,

My name is John Doe, and I work for the XYZ Public Schools (or name of specific school). Our district (school) is seeking employer partners to host tours of their workplaces so that students can see the work that is performed and learn about careers in the employers’ industries.

Workplace tours are part of a larger continuum of work-based learning opportunities designed to help students gain experience and insight into real-world careers. These activities are valuable ways for students to set education and career goals and learn what it takes to prepare for careers.

Typically lasting from a couple of hours to half a day, a workplace tour is a modest investment of time that may make a real difference in the students’ future education and career choices. If you are willing to host such a tour, we can work out the details together. Please contact me at (phone number) or (email) if you are interested. I have enclosed a participation form you can use to confirm that you will host a tour.

I am hoping to schedule the workplace tour for (date), but we can explore other options if that date is not feasible. I expect approximately ## #th-grade (subject) students to participate in the tour.

If you are unable to host a tour, but would like to learn more about other opportunities to work with students by being a guest speaker, hosting job shadows, or providing internships, please contact me at your earliest convenience.

Thank you,

John Doe, Title

XYZ Public Schools (or name of specific school)

Contact information