**Sample Email for Employers to Forward to Others**

Good Morning,

My name is Jane Doe, and I lead the marketing and communications department for (Blue Star Telephone Company). (Blue Star) has been working with students from (XYZ district or school) for (how long?) and would like to encourage you to host a workplace tour for local students. We’ve found these tours to be rewarding experiences for our employees as well as a good form of early recruitment for (Blue Star).

XYZ school district (or school name) is seeking workplace tour hosts. Visiting your workplace will help broaden student awareness of potential careers in your field. Typically lasting from a couple of hours to half a day, a workplace tour is a modest investment of your time that may influence students’ future education and career choices. For more information, please see the attached participation form or contact (WBL coordinator name, email, and phone). (WBL coordinator name) will be happy to work with you to plan a workplace tour that will be convenient for you and your employees and of great benefit to students.

If you have questions, please feel free to contact (WBL coordinator name) or me at any time.

Thank you,

Jane Doe, Title

Organization

Contact information