Dear School/Teacher/Guidance Counselor:

I am writing to invite you to [participate in, take a fieldtrip to] a local [plant tour, roundtable, presentation] here at [company name] to showcase the rewarding, highly skilled jobs for students available in manufacturing. Students [of all ages, in high school/alternative] are welcome to engage and participate in our [tour, discussion, game]. Manufacturers across the nation, like me, will be participating in Manufacturing Day as sponsors, hosting open houses, public tours, career workshops and other events.

[Insert information describing your company in two to three sentences. Include the number of employees.] Manufacturing Day will draw greater attention to the outstanding opportunities that a career in manufacturing can provide and promote the pursuit of skills that will lead to a long-term career that offers security and growth for qualified candidates. We expect the entire event to take no more than [XX minutes/hours] on [October 4/alternate date].

We sincerely hope you will accept our invitation to participate. Hopefully, by opening up shopfloors around the country, we will be able to show modern manufacturing for what it is—a sleek, technology-driven industry that offers secure, good-paying jobs.

Please let me know at your earliest convenience if this date and time is convenient. Please feel free to call or e-mail me directly at [phone] or [email]. Thank you and I look forward to working with you in the near future.