*Please see a draft letter below for your customization. Everything in blue can be customized to meet your event’s needs and then turned black.*

Hi Name,

I represent \_\_\_\_\_\_(school, school district, education org)\_\_\_\_\_ and I'm reaching out because we need your support! We're throwing a College Signing Day event on \_\_\_\_(date)\_\_\_\_ to celebrate our high school seniors that have made a commitment to their higher education.

College Signing Day is an event hosted every year by former First Lady Michelle Obama, and we are thrilled to take part in a network of over 1,200 events nationwide (in all fifty states!) right here in \_\_\_\_(city)\_\_\_\_. Celebrating our seniors' success means more than a party—it means they know we are proud of their hard work, invested in their futures and excited to see what they do next.

**You are invited to attend our College Signing Day event and take part in the festivities.**

Your participation will show students that the local community supports them and is so inspired by what they’ve achieved. And you are such an important part of our community that we couldn’t imagine celebrating without you.

Please let us know if you can attend by RSVPing to \_\_\_\_\_\_(person)\_\_\_\_\_\_ at \_\_\_\_\_\_(email)\_\_\_\_\_. If you have any questions, please ask. You can learn more about Mrs. Obama’s College Signing Day [here](https://www.bettermakeroom.org/college-signing-day/).

Best,

Your Name