**College Signing Day VIP Invitation Letter Template**

Customize everything in blue to meet your event’s needs.

Dear Name,

\_\_\_\_\_\_(school, school district, education org)\_\_\_\_\_ is throwing a College Signing Day event to celebrate our graduating seniors who have made the commitment to complete their education after high school, and we need your help to make the day special. I am \_\_\_\_(your name)\_\_\_\_, a \_\_\_\_\_(title/role)\_\_\_\_\_\_\_, and we hope to make this celebration very special for our students.

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

We will host our signing day on \_\_\_\_\_(date)\_\_\_\_\_\_ and will recognize students who plan to attend any college, university, community college, vocational or training program or to join the military.

Former First Lady Michelle Obama started celebrating College Signing Day at the White House as part of the [Reach Higher](http://reachhigher.org/) initiative. As the tradition continues, we are thrilled to take part in a network of over 2500 events nationwide 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.

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 College Signing Day at <http://www.bettermakeroom.org/collegesigningday>.

Best,

Your Name