**Sample Email to Employer from WBL Coordinator**

Good Morning,

My name is John Doe, and I work for the XYZ district or school. We have five teachers from (district or school) who have identified your organization as one they would like to visit to learn about the kinds of careers for which they are preparing their students. In addition to providing instruction in academic subjects, these teachers help prepare students for work-based learning opportunities, such as job shadows, workplace tours, and internships. Workplace tours can give teachers valuable insights into how they can better prepare their students for careers in your industry.

A teacher workplace tour typically lasts about three to four hours and usually involves time for an introduction to the host organization, a tour of the workplace, and an open-ended discussion by teachers and employer representatives about how best to prepare students for the future. Sometimes the tour also provides time for a one-on-one job shadowing experience.

I would like the opportunity to answer any questions you may have, provide more information, and work with you to plan a teacher workplace tour that will be rewarding to both the teachers and your employees who serve as hosts. If you are interested, please complete the attached participation form or contact me directly.

Thank you,

John Doe, Title

XYZ District or School

Contact info