The following is an email to business, if making a direct approach to an employer asking them to engage with the School. Copy and paste it into your email client and personalise by replacing red text with your event’s details.

Email subject line Request for support in our school/Academy’s careers programme.

Dear insert name

I am the careers leader at insert name of School or Academy and the objective of our careers programme is to prepare our students for the world of work. I am currently preparing next year’s programme and would like to invite you to be involved.

The programme is looking for business people to inspire and motivate the students in various ways and help them link their subjects and qualifications to employment. I am hoping that your organisation may be able to help us with this.

I attach a list of the activities with dates that the Academy is planning and would welcome the opportunity to discuss this with you.

To discuss the invitation please contact me (Name).on insert email and phone number here

Kind regards

**Name**

**Position in School/Academy**

**Address of School/Academy**