[Letterhead]

[Date]

Dear Faculty:

With great enthusiasm, I am happy to announce that [name of student] has been accepted to participate in [name of institution]’s reverse-career fair. [name of student] will have the opportunity to interview potential employers during this unique event in an effort to boost her odds of landing internships and/or full-time work in advance of her graduation.

Required commitments include [number of training workshops] training workshops and the event itself. Dates, times, and locations are as follows:

* **[Date]: [Name of Event]**
  + [Location] / [Time]

Please consider working with [name of student] to accommodate these commitments. I am happy to chat further about this request at your convenience via phone or email. Thank you for your time and consideration.

Sincerely,

[Name]

[Title]

[Institution]

[Phone]

[Email]