

*your logo*

Date

Dear [ Name ],

Over the past [ ] years, [Company] has provided local students with effective tutoring of the [ ] exams. We combine study skills, academic mentoring, and highly personalized tutoring to help students quickly and efficiently accelerate their learning. We’re happy to report an average [Grade] increase of [ ] on the [ ] for all students from our [2014} cohort.

[Company] is pleased to announce its 2015-2016 Academic Year **PTO Outreach Program**. This year we hope to provide useful services to community groups such as yours. Our community support programming is **Free** and can be used to augment meeting topics, increase membership, or to fund-raise. All [Company] programs feature outstanding teachers with extensive training and excellent communication skills

[Company] PTO/PTA Programs:

* College Admissions Workshop
* Practice SAT
* Practice ACT
* Fundraising for your not-for-profit organization

To learn more, simply email us at: [email account] or call [ phone ]

Kind regards,

Name

Title, Company

Phone

Email

Website