[School letterhead or logo]

[School address]

[Date]

Dear [Name of person or organization],

[Name of your high school] is grateful for your assistance during our Kentucky College Application Campaign event. The effort to expand college access initiatives in our city is crucial to supporting its economic vitality and increasing community engagement. Your involvement in this work provides our students with a model for becoming engaged citizens in the future.

We are pleased to report that [Number] students applied to at least one college during the event! We will continue to work with these students as they complete the college admissions process and begin applying for financial aid. Our goal is for each student to enroll in and complete a program of study beyond high school. You have helped to put us on the way to meeting this goal.

Again, thank you for your assistance. We could not have done it without you, and we look forward to seeing you in our high school again and hope that you will join us next year for Kentucky’s College Application Campaign.

Sincerely,

[Your name]

[Your title]