

# SAMPLE PARENT LETTER

**Send a letter to parents one week before your scheduled meeting.  
Rule of thumb: for every ten letters you send, one parent will attend the meeting.**

HAWTHORNE HIGH SCHOOL

*french department*

Dear Parent,

I will be leading a group of students from Hawthorne High School to Paris next April on an educational tour operated by ACIS® (American Council for International Studies), the nation's leading sponsor of educational trips. Its programs are fully insured, and its nationwide reputation is based on 33 years of experience, with more than 500,000 student and adult travelers.

Your child has expressed interest in this international learning experience. Announcements about the trip have already generated a good deal of excitement at school.

We are departing Friday, April 15, 2011 for a week in Paris, where we will stay in a conveniently located, comfortable hotel. Our structured program includes sightseeing trips, excursions, walking tours and many exciting local activities. A full-time, specially selected tour manager will accompany us on all of our educational excursions and assist us in making the most of our free time.

I will be hosting a meeting next Thursday at 7:30 pm in Room 102 of Hawthorne High School to discuss the details.

You and your child are cordially invited to join us.

Sincerely,

*Gerry Gates*

Gerry Gates  
French Department  
Hawthorne High School

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Tear off and return:

I plan to attend.

I will be unable to attend, but would like to hear more about the trip.

Please call me.

I am not interested at this time.

Name \_\_\_\_\_ Telephone \_\_\_\_\_