



Sample Confirmation Letter

Date

Company Rep Name
Address

Dear _____:

I enjoyed meeting with you on (date) . LEARN appreciates your willingness to host an education fair and we look forward to working with you to help us bring the many resources of LEARN to your employees.

We have scheduled the (company) LEARN Education Fair on (month) ,
 (day) (year) from (time) , at (address) .

LEARN's experience with education fairs indicates that the most important elements to a successful fair are the responsibilities we each assume.

For our part, LEARN will:

1. Contact member colleges and universities regarding the particulars of the education fair.
2. Assist you with publicity and ideas to enhance employee participation.
3. Provide information and resources to education fair participants.
4. Assist with a follow-up evaluation of the fair.

We ask that you:

1. Provide adequate pre-fair publicity to employees.
2. Provide adequate, high visibility space with tables and chairs for participating college and universities.
3. Reproduce and post the LEARN fliers and matrices that we discussed so employees can determine which institution(s) may meet their needs.
4. Assist in evaluating the success of your fair.
5. Guarantee attendance of (#) employees.

As we discussed there are many ways to promote a successful education fair. Enclosed is a checklist of recommended procedures that will ensure a successful education fair for your company.

I will call you one week before the fair to finalize any last minute details.

Sincerely,

(LEARN Coordinator)

Enclosure