

Dear _____:

We hope you received the information on the career of court reporting/broadcast captioning at your recent _____ meeting. If you stopped by the table to talk with (name) and (name), I'm sure you discovered the many opportunities awaiting students who enter this exciting profession. We would encourage you to discuss a reporting career with your students. If you would like a professional reporter to talk at a career day or to your English, business, technology, or other classes, we would be more than happy to schedule a visit.

If you were not able to receive the information at the meeting, or if you would like further information, please feel free to contact the reporter in your area shown on the enclosed list. You're also welcome to contact me directly at the number listed below or at my e-mail address:
_____.

We hope to be hearing from you soon.

Yours truly,