***[DATE]***

Dear Colleagues,

As many of you already know, I am planning an educational tour to ***[DESTINATION]*** with EF this ***[DATE]*** for select students to embark on a once-in-a-lifetime experience! While I may not work directly with some of you, I know and respect your reputation as educators and this is why I am asking for your recommendations.

I would like to ask you to recommend 10-15 students that you are currently teaching or have taught in the last few years who you think would be interested in this tour. I ask that you think of students who are responsible, conscientious, trustworthy, and who you think would really benefit from this type of experience.

I like to travel with students on these tours who have been recommended by their teachers. For those of you who teach freshmen, I realize that it’s very early in the year to ask you to recommend them for this, but I need to have everyone enrolled who plans to go on the tour by ***[DATE].***

I know this is short notice but if you would please fill out the list below and return it to me or my mailbox by ***[DATE]*** I would greatly appreciate it. Thank you very much!

Sincerely,

***[NAME]***

***[EMAIL]***

***[PHONE]***

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