

INVITATION LETTER SAMPLE FORMAT

(Parent, project advisor, community mentor, subject area teacher, community resource-optional)

Student Name _____
Molokai High School Senior Inquiry Project
Molokai High School
P.O. Box 158
Hoolehua, HI 96729

Date _____

Name: _____
Address: _____

Dear _____,

Thank you for supporting Molokai High School and its Senior Inquiry Project. We students appreciate your help and guidance throughout the project.

We would like to invite you to view and critique our exhibition presentations. There will be two opportunities to watch us: Exhibition Presentations February 2-24, 2012, during school hours, and at the Senior Project Ohana Night on February 29, at 6:00 p.m. in the Molokai High School library. You are cordially invited to attend.

If you think you might be able to make it, please let us know, and we will follow up by letting you know which day and time each of us will be presenting.

Thank you. We look forward to hearing from you.

Sincerely,

(Your signature here)

Your name