**Sample Letter to Schools**

**[Bank logo]**

**[Date]**

Dear **[Name of school contact]**:

Virginia was recently recognized by the Council for Economic Education as “leading the charge in preparing students for lifelong financial success,” but there is still work to be done. Financial literacy and understanding the economy are skills that today’s youth need to prosper and succeed.

On **[date]**, **[elementary, middle, or high]** school students across America will participate in **[specific financial literacy program]** to gain a better understanding of their financial ABCs. **[I/A representative from our bank]** would welcome the opportunity to make a presentation to your **[# grade students/class]** on that date or a date that would work with your schedule.

**[I/She/He]** want(s) to work with you to ensure **[my/her/his]** presentation enhances your curriculum and benefits **[Name of school’s/your]** students as they develop their financial life skills. **[My/Her/His]** lesson plan is flexible so each activity can be completed in **[X minutes]**. The presentation includes a variety of activities, including discussion and hands on activities, allowing the students to apply what they know. Enclosed is a sample lesson for your review. **[I/she/he]** can also discuss what a bank is, how a bank works, or other banking and economic-related information that best fits with your current unit of study **[to tie into a particular SOL if applicable]**.

**[Any other information you might want send, such as resources for the teachers.]**

**[Financial Institution’s name/Our bank]** is excited about the opportunity to possibly work with your students.

Thank you very much for considering this offer. **[I/We]** look forward to discussing the possibility of scheduling a presentation for your students. **[I/We]** will follow up with you in the near future.

Sincerely,

**[Banker Name]  
[Bank Name]  
[Telephone, Fax]  
[Email Address]**