**Employer Letter Requesting Support for Careers Activity**

School/College Name   
School/College Address   
School/College Post Code

Business Name   
Business Address   
Business Post Code

Date

Dear [Named Business Person],

[I/we] am/are contacting you on behalf of [school/college name].

As early as the age of six, children can adopt limiting stereotypes based on gender, ethnicity, and social background. Our aim is to support aspirations and challenge stereotypes through encounters with employers.

We would like to partner with [business name] to inspire, motivate and inform our children of all the possibilities available to them in [the business/health/construction/hospitality/finance sector]. Working with primary schools is a fantastic opportunity to support your local community and start your careers conversations early!

We understand that your time is valuable and consequently have a range of engagement opportunities planned. We hope that something below is of interest but if not, we are always looking for innovative ways to work with businesses and would be happy to discuss alternative options.

[list your engagement opportunities e.g.]

• Careers Talks: 20 minutes to one hour long and are run at either 8:45am or 1:30pm daily

• Careers Carousel: Friday April 20th, 1:30pm-3:30pm (students), 15-minute slots

To pledge your support, please email [insert email] including the information below. We will then be in touch with details of the next steps.

• Your name

• Your business name and location

• Your job title

• The opportunities you are interested in supporting us with

Any support would be greatly appreciated. We look forward to working with you.

Sending many thanks in advance,

Kind regards,

**Email Template Requesting Support for Careers Activity**

Subject – Support your local children to learn about future careers!

Dear [Named Business Person],

[I/we] am/are contacting you on behalf of [school/college name].

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