

## SAMPLE INTRODUCTORY LETTER TO SCHOOLS (USE YOUR LETTERHEAD)

*Date*

*Instructors Name*

*School*

*Address*

*City/ST/Zip*

RE: NEF Design Drafting Competition

The ***(insert sponsor name)*** is sponsoring the NAWIC Education Foundation's Design Drafting Competition for the *(insert school year)* school year, and we wish to encourage you and your students to participate.

The contest provides recognition to contestants for their creative design, successful problem solving skills and craftsmanship in preparing architectural drawings and renderings. The drawings may be created utilizing any computer aided design (CAD) program available to the contestants, drawn by hand, or may consist of a combination of computer aided and hand drawn drawings. The winner of the local competition will be submitted to compete in NEF's National Competition.

*(Insert Sponsor)* and the NAWIC Education Foundation believe the challenge of meeting future workforce demands requires immediate attention to the importance of educating, training, and preparing our youth for careers in the construction industry.

We hope you will encourage your students to enter this competition and look forward to hearing from you and from them.

*Competition Administrator  
(Contact information)*