

Sample PNP School Letter

[Letterhead]
[Insert Name]
[Insert Address]
[Insert City, State, ZIP Code]

[Insert Date]

Dear [Insert Name]:

Your PNP school may be eligible for services under Title III, Part A of the *Every Student Succeeds Act (ESSA)*. Title III, Part A provides services to English learners (ELs) in both public and PNP schools. Eligibility for PNP schools is dependent upon students who are ELs and attend a PNP school within our school district's attendance boundary. Services that can be provided to your PNP school can include a variety of supplemental services for ELs as well as professional development activities for teachers of ELs and other educational personnel.

If you are interested in learning more about the Title III, Part A program that your eligible students and teachers could receive in the next school year, please return the enclosed form no later than **[insert day at least 10 days after receipt of letter]**. You may return the form by fax to **[insert fax number]**. Upon receipt of your form, you will be contacted about our first consultation meeting, which is scheduled for **[insert date at least 10 days after form is due]**.

We hope that you will choose to learn about the Title III, Part A services for your students, teachers, and parents. In the meantime, if you have any questions, please contact me at **[insert phone number and e-mail address]**. I look forward to meeting you soon.

Sincerely,

[Insert Name]

Title III, Part A Director

Enclosure