June xx, 2015

Dear Dr. xxxxxxxx,

Thank you for taking the time to talk with me today about Foundational Service training opportunities for your district. I look forward to our meeting on June 26th at 1:00 p.m. in the Hoover Elementary Building. Please invite any staff that assists you in planning for professional development. At our meeting, I hope to find out more about your professional development goals for your district and I will share with you the various topic areas covered by Foundational Services.

Thank you,

Name of ROE/ISC FS provider

Name of ROE/ISC office

Tele. & email