

**«Home\_SCH»**

«SCH\_Address» • «SCH\_City» • «SCH\_Zip»  
Voice: «SCH\_V» • Fax: «SCH\_F»

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22 December 2010

**«Parents»**

«First\_Name» «Last\_Name»

**«St\_Address»**

**«St\_City», MI «S\_Zip»**

«Parents» & «First\_Name»,

Enclosed is your copy of «First\_Name»'s Training Agreement. Please retain this as it contains contact information for «First\_Name»'s employer as well as mine here at «School». The training agreement also identifies the requirements for the «Program» placement and «First\_Name»'s responsibilities for the program.

I'm looking forward to a safe and rewarding school year for «First\_Name» in respect to this placement. If at any time you have questions, please feel free to contact me to see how we can resolve those.

Respectfully,

«Coordinator»

Career Prep Coordinator

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