[Date]

[Name]

[Title]

[Company/Organization]

[Address]

[City, State, Zip]

RE: [Full name of Advisory Board member]’s work with the NAF

Dear [Name],

On behalf of NAF, I would like to thank you for the time and efforts of [Company/Organization] employee, [Full name of Advisory Board member]. [First name of Advisory Board member] has been a volunteer at our local Academy of [Theme] in [city] and has made an important and measurable impact on the academy students at [High School].Over 4,000 business partners serve on NAF advisory boards nationally, helping over 100,000 academy students connect the lessons they’re learning in the classroom with the college and career options ahead of them.

[First name]has been involved in the following activities [include all that apply]:

* Served on the Advisory Board
* Participated as a classroom guest speaker
* Hosted a worksite tour
* Hosted a student in a job shadow
* Participated in an informational interview
* Participated in a mock interview
* Provided a paid internship
* Provided teachers with curriculum support and/or professional development
* Assisted students with a classroom project
* Advocated for the academy
* Provided financial support to the academy
* [Add others]

NAF greatly appreciates your and [Company/Organization]’s support of [First name], and we hope that you will continue your support by allowing [him/her/them] the time and resources to continue to impact NAF academy students. [He/She/They] is/are helping to ignite students’ passion for learning and since today’s high school students are tomorrow’s leaders, innovators, and entrepreneurs, they’re having a direct hand in shaping America’s future workforce.

Please visit our website at [www.naf.org](http://www.naf.org) to learn more about the NAF. Thank you again for your continued support.

Very truly yours,

Lisa Dughi,

CEO, NAF

Cc: [Name of Academy Director]

[Name of Advisory Board Chair]