Dear Ms. Teacher:

The XXX Bar Association's Committee is hosting this event with the goal of introducing careers in law to minority and disadvantaged youth, and getting them to think about the process of pursuing a law career. I've attached the flyer with more detail. We have allocated up to 25 seats for your students. Other schools attending will be XXX HS, XXX HS and XXX HS.

We will reimburse your school for the cost of a school bus to and from A Law School on April 21, and for two substitutes, should teachers accompany the students.

To participate, all I need is a firm commitment from you that you will be attending and an approximate number of students that you anticipate will participate. I would like to know by early next week, as we have other schools interested on our waiting list.

Thanks for your interest in our Youth Law Day, XXX