[DATE]

Dear [PRINCIPAL],

Thank you for entrusting me with the role of *Liaison* to The Youth Fair. As a liaison I will serve as the connecting bridge between The Youth Fair and our teachers. This position will help build my leadership abilities by guiding fellow teachers in the right direction and assisting them to showcase the achievements of our school and students to over a half million fair visitors.

At the *Liaison Breakfast* I was given a *digital toolkit.* This toolkit offers the fundamental strategies for achieving increased participation through educational exhibits at The Youth Fair and also provides information on fundraising opportunities. I respectfully request a few minutes at our next staff meeting so I may briefly discuss some of these options.

Once again, thank you for having confidence in me. I’m sure you are going to be pleased with the results.

Sincerely,

[YOUR NAME]