[Date]

[School Administrator’s Name]

[School Name]

[Address]

[City, State, ZIP]

Dear Ms./Mr. [School Administrator’s last name]:

This letter is to thank you for your continued support of our Family and Consumer Sciences curriculum and FCCLA chapter at our school.

Your support of our FCS and FCCLA programs at our school ensures that our students are provided with various opportunities to develop leadership skills. Leadership development is integral to the Family and Consumer Sciences curriculum because young people need leadership skills to succeed in the workplace and at home. FCCLA builds leaders for healthy families, successful careers, and strong communities. It is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through Family and Consumer Sciences Education.

Our students are also provided with other opportunities, including community service, recognition, scholarship opportunities, travel, and expanded learning. Members of our school’s FCCLA chapter have [served as state officers, won numerous awards, and attended state and national meetings]. These experiences expanded students’ school-based learning experiences, and your continued support ensures that we can offer similar benefits to our future FCS students.

All students in [enter FCS courses offered at your school] get to participate in FCCLA chapter projects. Many of these activities will also take students beyond the classroom through assignments and/or service projects in the community. These projects and activities are essential to our student’s total learning experience.

Thank you again for your continued support of our programs and our student’s future success.

Sincerely,

[Signature]

[Name]

Family and Consumer Sciences Teacher