

Dear

I am reaching out to you because we would like to strengthen our [INSERT SECTOR NAME] pathway(s) from K12 into the community college. One way to do this is to engage in a mapping process to better understand how our programs align. If pathway mapping is new to you, it's a process of looking at our program alignment through a gathering of K14 pathway curriculum and programs of study, student supports, work-based learning, pathway industry certifications, and labor market information to complete pre-filled mapping templates. The mapping process requires a series of meetings between your administrators and faculty between [INSERT TIME FRAME]. The goal of the mapping process is to better understand how our programs align and create an action plan for how we can move forward to make more of a seamless transition for students matriculating from K12 into the Community College.

In order to go more in-depth about pathways mapping works and allow you an opportunity to ask questions, I'd like to set up a 1-hour webinar/conference with you and other key administrators in [INSERT MONTH]. Can you let me know a few good dates/times for this to occur?

Please let me know if you have any questions.

Thank you,

Name

Title

Institution