

**Your Name  
Address  
or Letterhead**

**Name of Person and Title  
or Company Name  
Address**

**Date**

**Dear \_\_\_\_\_:**

**(Suggested Text)**

I shop regularly at your store located at \_\_\_\_\_ in city,  
state. I have been a customer for more than \_\_\_\_ years (and I especially  
appreciate your corporate policy of employing staff members with developmental  
disabilities. These employees are always courteous and happy to help me when  
I request assistance.)

**Or: Alternative text:** I would like to encourage your company to provide **job  
training .....**  
(I would like to suggest that you consider increasing the number of) job training  
positions for people with developmental disabilities to include high school  
students (ages 16-22 years old) enrolled in Transition to Work programs.  
Learning new job skills will lead to better employment opportunities - and a much  
better quality of life for them. There are many benefits both for companies that  
provide training positions and for the community you serve.

Please contact me if you would like to learn more about the advantages of  
providing new job training opportunities. I will be pleased to connect you to our  
local high school job placement professionals who can explain the many ways  
your company can support these students.

Thank you for your consideration

Sincerely yours,

Your Name  
Email address  
Phone number