

High School Outreach Program

Date: [Insert Date]

To: [High School Name]

Attn: [Recipient's Name]

Dear [Recipient's Name],

We are pleased to confirm the schedule for the upcoming High School Outreach Program at [High School Name]. Below are the details:

Program Details

- **Event Date:** [Insert Event Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Location:** [Insert Location]

We look forward to engaging with your students and providing them with valuable insights and opportunities. If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your partnership!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]