

Dear DECA advisors and business education teachers!

This is XXXXXXX. I've met some of you in the past due to my recruiting efforts for Camp Enterprise, the weekend business plan simulation sponsored by the Portland Rotary Club. I'm contacting you today in my role as instructor for the teacher licensing program at Portland State University. There are four students registered this term in our business ed methods class. I have asked them to visit three business ed programs of their choice, and arrange with you to spend a partial or full day of observations in the various business classes you teach at your high school. I will leave the contact and scheduling up to them, as they are also busy with classes at PSU and field placements. Their names are:

XXXX (specialty in marketing and sales)  
XXXX (specialty in marketing and sales)  
XXXX (specialties in software development and advanced math)  
XXXX (specialty is accounting)

I hope it is okay for students to contact you for this assignment--if not, please email me to take your name off this list (generated by the students). This will be a wonderful learning experience, and I thank you very much in advance for the opportunity!

XXXXXX  
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