

## SAMPLE LETTER

Current Date

Evaluator's Name  
Street Address  
City, State Zip Code

Dear M :

In accordance with Colorado Statute 23-60-704(2) and Rule and Regulation III(B),  
\_\_\_\_\_ is submitting for approval a training

Name of School

program/course(s) to the Division of Private Occupational Schools, Colorado Department of Higher Education. As someone who is a (prospective employer, practitioner, or closely associated with work related to this program/course), your comments are important to us and our students.

In order for the Division of Private Occupational Schools and us to properly evaluate this program/course(s), and to make any necessary desired changes, please complete the enclosed evaluation report and return it to the school in the enclosed envelope.

Thank you for your assistance. Your comments will help us better prepare our students for the workplace.

Sincerely,

Director/Education Director/etc.  
(Name of School)

Encl.