# (sample letter to local neglected or delinquent facilities)

[Date]

Dear [Neglected or Delinquent Administrator],

[School Division] Public Schools is extending an invitation to a consultation meeting to all local neglected and delinquent facilities eligible to participate in one or more of the following federal programs listed in the enclosed attachment for the fiscal [school year].

This consultation will give us an opportunity to discuss needs and available services available to your facility under the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA). The meeting will take place on [date, location, and address]. A map is attached for your convenience.

Please RSVP no later than [date] to [contact] by phone at [phone number].

Sincerely,

(Title [ ] Coordinator)

Attachment