<DATE>

<GUARDIAN NAME(S)>

<ADDRESS>

Dear <GUARDIAN NAME(S)>

This <TERM OR SEMESTER>, your child is enrolled in the <CLASS NAME> class. Objectives for this class include comprehensive exposure to Microsoft Office application(s) <LIST APPLICATIONS>. We feel very strongly about the importance of learning these applications, as this knowledge is essential for college and career readiness.

In partnership with Certiport, distributor of the official Microsoft Office Specialist certification, we are providing students the opportunity to validate their skills and knowledge by taking Microsoft Office Specialist exams.

Students who pass these exams receive an official Microsoft Office Specialist certification. With more than one million exams delivered each year, the Microsoft Office Specialist program is among the most globally renowned certification programs available today. It helps prove that your child is academically and professionally prepared for success. In fact, many colleges and universities award academic credit to students certified in Microsoft Office.

In addition to a highly valuable certification, Certiport sponsors the annual Microsoft Office Specialist World Championship. Top scoring students from all over the world are invited to compete in Microsoft Office applications, with the champions receiving thousands of dollars in scholarship money. If your child is one of the top scorers on their Microsoft Office Specialist certification, they will have the opportunity to participate and represent our country.

This is a tremendous value we are providing and we hope you will encourage your child to certify. If you have any questions don’t hesitate to call me at <PHONE>. For more information about Microsoft Office Specialist certification, visit www.certiport.com/officespecialist.

Sincerely,

<TEACHER OR ADMINISTRATOR>