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## Sample PNP School Letter

Letterhead

[Insert Name]

[Insert Address]

[Insert City, State, Zip Code]

[Insert Date]

Dear [Insert Name]:

Your PNP school may be eligible for services under Title III, Part A, of the *Every Student Succeeds Act (ESSA)*. Title III, Part A provides services to English language learners (ELLs) in both public and PNP schools. Eligibility for PNP schools is dependent on students who are ELLs and attend a PNP school within our school district's attendance boundary. Services that can be provided to your PNP school can include a variety of supplemental services for ELLs, professional development activities for teachers of ELLs, and other educational personnel.

If you are interested in learning more about the Title III, Part A program that your eligible students and teachers could receive in the next school year, please return the enclosed form no later than [insert day at least 10 days after receipt of letter]. You may return the form by fax to [insert fax number]. Upon receipt of your form, you will be contacted about our first consultation meeting, which is planned for [insert date at least 10 days after form is due].

We hope that you will choose to learn about the Title III, Part A services for your students, teachers, and parents. In the meantime, if you have any questions, please contact me at [insert phone number and e-mail address]. I look forward to meeting you soon.

Sincerely,

Title III, Part A Director

Enclosure