

Company address:

Company telephone:

Company email:

Company Website:

xxxxxx 2022

Dear Sir/Madam,

I would like to invite your school/college /career centre/youth centre to visit our manufacturing plant/workshop/showroom as part of National Manufacturing Day.

Here at [insert name of company] we make [insert product] and we are looking forward to opening doors to future makers.

National Manufacturing Day gives us an opportunity to open our doors to interact with students, teachers and career advisors to visit our manufacturing facilities, showcasing the exciting opportunities of offer and ‘get behind the scenes of success’.

We would like to invite you and your students to visit us for a day and experience what modern day manufacturing looks like, as well as enable you all to see that manufacturing can be both exciting and rewarding. You will be able to meet our team and hear first-hand what inspired them to join us.

As a growing company, we are continuously seeking creative young designers and innovative young engineers to get involved and help us to produce some ground-breaking products such as insert products created by company. Our company can offer a diverse range of career opportunities from administration and management logistics, design, engineering, finance, HR, IT, marketing and communication, product development, production, research etc.

You can find out more including a pack of educational resources at [www.makeuk.org/nmd](http://www.makeuk.org/nmd)

To arrange a visit, please contact… insert point of contact details.

I wish you every success and look forward to hearing from you.

Yours faithfully,

Insert signature

Name