Dear parent or carer,

We're looking for buzzing business minds, magical maths whizzes, dazzling design gurus and friendly front-of-house specialists!

Over the next six weeks, (name of class or year group involved) will be running a project called Book Fair Business School. Our aim is to teach pupils about the world of work by letting them plan and run our Book Fair, which will take place between (Fair start date) and (Fair end date).

Pupils are encouraged to demonstrate responsibility, show initiative and use problem-solving skills by each taking on a specific 'job' within the running and planning of the Book Fair. They will be given job profiles over the coming weeks – from accountants to display specialists, managers to browsing supervisors – and we will invite them to apply for the jobs that interest them by submitting an application form/a CV and cover letter by (applications deadline).

We hope that you will take the time to come along to the Book Fair to view the books on offer and to see the pupils' Business School at work! The Book Fair will be open for half an hour before school and an hour after school between (Fair start date) and (Fair end date) and each class will also have a chance to browse the shelves during school time. The Book Fair is a great way for us to earn free books and resources, so the more the Book Fair Business School team sells, the more free books for (school name)!

Thank you for your support. If you or your child would like to discuss the Book Fair Business School or upcoming Book Fair, please speak to our Book Fair Organiser, (name of Book Fair Organiser).

Yours sincerely,