[Organizational Letterhead]

[Date]

Ms. Yezenia Ramos

Senior Manager, Employee Engagement

Global Community Impact

Johnson & Johnson

One Johnson & Johnson Plaza

New Brunswick, New Jersey

Dear Yezenia,

# On behalf of [Insert Institution of Higher Education], I am pleased to affirm my support for and commitment to Johnson & Johnson’s Bridge to Employment (BTE) program in [Insert specific geographic area/City].

We are excited and enthusiastic about the BTE program and how it will shape the future of our youth and the broader community. I am impressed with the broad array of community partners collaborating on this program, as well as the depth of support offered by [Insert Local Operating Company]. The proposed BTE program is well aligned with the mission of [Insert Institution of Higher Education], and I believethat it will be a great benefit to our students, now and for many years to come.

# We are ready to work with the BTE partners to achieve our shared objectives: support the academic success of our students and their preparation for higher education, training, and employment. As a core BTE program partner, [Insert Institution of Higher Education] agrees to:

*Adjust bullets, as needed. Minimum secondary school roles and responsibilities include:*

* Participate in the strategic planning process and identify Institute of Higher Education contact(s) who will serve on the Strategic Planning Committee.
	+ Identify activities to support higher education exposure and preparation.
* Serve on the BTE Advisory Committee.
* Assign an Institution of Higher Education contact(s) who will serve on the BTE Management Team and provide implementation/management support.
* Offer program activities that expose and prepare BTE participants for higher education throughout each implementation year.
* Offer peer mentors (optional).
* Celebrate participants’ achievements in final sessions or graduation ceremony.
* Close out activities with participants in a positive manner.
* Give feedback on experiences to FHI 360 on a continual basis.
* [Insert additional items/program activities, as outlined, in Program Model]

We look forward to launching the BTE program in [Insert specific geographic area/City]!

Sincerely,

[Signature]

[Leadership Institution of Higher Education Partner]