

On High School Letterhead

[DATE]

Dear Kristin Fields,

Please accept this letter as an official request from **[HIGH SCHOOL/SCHOOL DISTRICT NAME]**, located within **[COUNTY NAME]**, to partner with the College Access Program at Buffalo State University to offer dual credit courses for our students. We are excited about the opportunity for our high school students to earn college credits through your institution as they prepare for higher education and future careers.

It is our understanding that qualified faculty members at **[HIGH SCHOOL/SCHOOL DISTRICT NAME]** will provide instruction following Buffalo State University's curriculum and syllabus standards, and participating students will receive official college credit upon successful completion of the course(s).

At this time, we are formally applying to offer the following course(s) starting in the **[TERM, e.g., Fall / Spring / Academic Year] [YEAR] term:**

- **[BSU COURSE CODE & TITLE 1] ([NUMBER] College Credits)**
 - *High School Equivalent:* **[HIGH SCHOOL COURSE NAME]**
 - *Proposed Instructor:* **[INSTRUCTOR(S) NAME(S)]**
- **[COURSE CODE & TITLE 2] ([NUMBER] College Credits)**
 - *High School Equivalent:* **[HIGH SCHOOL COURSE NAME]**
 - *Proposed Instructor:* **[INSTRUCTOR(S) NAME(S)]**

We are committed to maintaining the academic rigor and administrative requirements set forth by Buffalo State University.

Please do not hesitate to contact me if you require any additional information.

Sincerely,

[PRINCIPAL NAME]

[INSERT SIGNATURE]