March XX, 201X

Dear Kelly Slater

Coordinator Visiting Teacher Program

Oregon Department of Education

Dear Deputy Superintendent Gill,

As you may know, our School District is facing an increased demand of bilingual teachers for our Spanish immersion and Bilingual Programs. In addition to the language needs, we recognize the importance of having teachers to understand the cultural backgrounds of our students. Our Human Resources Department estimates to hire number of bilingual teachers for the 20XX-20XX school year.

In School District we greatly value the skills and gifts our visiting teachers bring to our schools. Having the opportunity to hire teachers from Mexico would greatly enhance our ability to serve our community population and enrich our surrounding communities. Therefore, taking advantage of the Visiting Teacher Program agreement between Mexico and Oregon (*Programa de Maestros Visitantes México-Oregon*, PMV for its Spanish initials), we would like to express our interest to begin interviewing the following candidates of the PMV 2016-2017 as proposed:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the teacher | Interview date | Proposed teaching level | School to be assigned |
|  |  |  |  |

Our Human Resources Recruiter, Name and last name, will conduct the interviews by Skype with the username XXXXXXX; and she/he can be reached at 503-XXX-XXXX and some@email.com.

We would greatly appreciate your support in the ability to forward this information to the Consulate of Mexico in order to establish direct contact with the Ministry of Education to start the interview process with the candidates.

Thank you for your continued support in ensuring a high quality education for all students in School District.

Sincerely,

Name

Position

School District