

This sample letter can guide you on the type of communication you could provide to parents. It can be copied and pasted into your school letterhead, then edited to suit your specific needs.

<DATE>

<GUARDIAN NAME(S)>

<ADDRESS>

Dear <GUARDIAN NAME(S)>,

This <TERM OR SEMESTER>, your child is enrolled in the <CLASS NAME> class. Objectives for this class include comprehensive exposure to Microsoft Office application(s) <LIST APPLICATIONS>. We feel very strongly about the importance of learning these applications, as this knowledge is essential for college and career readiness.

<SCHOOL NAME> is partnering with Certiport to not only give your child a chance to certify in Microsoft Office Specialist (MOS), but also take part in Washington's official MOS State Championship. By certifying, your student has the opportunity to win prizes and be one of the six state champions that qualify for the MOS U.S. National Championship, where students will get to compete and prove their Microsoft Office skills on a national level. The students who win at U.S. Nationals will receive an all-expenses-paid trip to compete in the 2015 Microsoft Office Specialist World Championship.

To participate in the MOS Washington State Championship and qualify for the MOS U.S. National Championship, students must pass one of the following exams by May 20, 2015:

- Microsoft Office Specialist Word 2013
- Microsoft Office Specialist Excel 2013
- Microsoft Office Specialist PowerPoint 2013
- Microsoft Office Specialist Word 2010
- Microsoft Office Specialist Excel 2010
- Microsoft Office Specialist PowerPoint 2010

The student who submits the highest passing score will be named the 2015 MOS Washington State Champion in their exam track. The state champion will be invited to the MOS U.S. Nationals event in Orlando, Florida, June 18-20, 2015. They will also receive a Microsoft Surface and certificate. Second and third place winners will receive a MOS prize pack and certificate.

We hope you will encourage your child to certify in Microsoft Office and participate in the Washington State Championship.

If you have any questions, please give me a call at <PHONE>. For more information about the rules, prizes and rankings, visit [www.moschampionship.com/Washington](http://www.moschampionship.com/Washington).

Sincerely,

<TEACHER OR ADMINISTRATOR>