

FIRST MEETING WITH SCHOOL REPRESENTATIVES

Subject: Follow-Up from Our First Meeting

Dear [Teacher/Principal's Name],

Thank you for meeting with me on [Date]. I enjoyed our discussion about enhancing career development initiatives at [School's Name].

As we move forward, I suggest we outline specific goals and timelines for our collaboration. I look forward to your thoughts!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]

首次與校方會議邀請

主題：跟進我們的首次會面

親愛的 [教師/校長姓名]，

感謝您於 [日期] 與我會面。我很高興能與您討論如何加強 [學校名稱] 的生涯發展工作。

在我們再進一步討論前，建議我們可共同訂立具體目標及時間表，以推進合作。

十分期待聽到您的想法！

誠摯問候，

[您的名字]

[您的職位]

[您的組織]

[您的聯絡資訊]