Dear [Contact Name],

I am writing to invite you to attend a tour of our manufacturing program, [name of program] on [Date] from [Time] to [Time]. We are participating in the Minnesota Manufactured™ Statewide Tour of Manufacturing, an initiative of the Minnesota State Advanced Manufacturing Center of Excellence, dedicated to inspiring the next generation of manufacturing talent and collaborating with education and industry to promote careers in manufacturing throughout Minnesota. The tour is free and open to the public.

During the tour, you will have the opportunity to:

* See our state-of-the-art manufacturing facilities and equipment
* Learn about our manufacturing programs, which offer students the opportunity to gain the skills and knowledge they need to succeed in a variety of manufacturing careers
* Meet with our faculty and staff to learn more about our program and how you can get involved

[Insert information about your specific manufacturing program/s].

We are excited to offer this opportunity to the public to learn more about our manufacturing program and the many career opportunities available in manufacturing. Manufacturing is a vital part of our economy, and we are proud to be training the next generation of manufacturing workers.

For more information visit mnmfg.org/statewidetour.

We look forward to seeing you there!

Sincerely,  
[Your Name],[Your Title],[College Name]

About [College Name]

[College Name] is a public college that offers a variety of undergraduate and graduate programs. The college is committed to providing its students with the skills and knowledge they need to succeed in the workforce. [College Name] is located in [city, state].

About Minnesota Manufactured™

Minnesota Manufactured™ is an initiative of the Minnesota State Advanced Manufacturing Center of Excellence, whose goal is to inspire the next generation of manufacturing talent and collaborate with industry to promote careers in manufacturing throughout Minnesota. To learn more about this initiative and the Statewide Tour visit mnmfg.org/statewidetour.

**Additional information to consider**

You may want to include additional information in your letter, such as:

* A list of the companies that your students intern with and graduate from
* Information about any scholarships or financial aid that is available to students in your manufacturing program
* A link to your manufacturing program's website

You may also want to personalize the letter by mentioning the contact's specific interests or how they might benefit from attending the tour. For example, if the contact is a business owner, you could mention how the tour could help them learn more about how to hire and train qualified manufacturing workers.