

Hi-Q Finalist Invitation Letter

Hi-Q Banquet Invitation Letter

March 24, 2023

To: (Administrator Name, Title, School Name)  
(City where school located), State, Zip

From: (Advisor(s) Name), Hi-Q Program Advisor

Salutation: (Enter School Administrator Name, Title)

We are excited to announce that our (School Name) HI-Q team has completed the 2023 Hi-Q Competition season as a (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place qualifier). There will be an awards banquet held April 2, 2023, to recognize our achievement.

As a top finalist, our School will be recognized with the following awards:

1. Cash prize of \$(enter amount \$2,000, \$1,500 or 1,000) awarded for our (1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> place) finish.
2. The school will be awarded with a commemorative plaque to be displayed in our building.
3. Each Hi-Q team student will be receiving a commemorative plaque recognizing their individual achievement.
4. Seniors will receive a special patch and additional pins honoring their specified number of years/commitment to the Hi-Q program.

We would like to thank the (School District Name) for your ongoing support and commitment of the Hi-Q program.

You are cordially invited to attend the 2023 Hi-Q Award banquet on April 2, 2023, at the Little River Country Club. It is our sincere hope you will join our team in recognition of this academic achievement.

I/We have enclosed a copy of the Banquet invitation with details of the event.

Thank you for your consideration.

Sincerely,

Advisor Name

Your contact information (e-mail address/Phone number)