



## Career Technical Instruction Program (CTI)

To: Career Technical Teachers  
From: \_\_\_\_\_ (CTI Program Coordinator)  
RE: CTI Students

The Career Technical Instruction (CTI) student(s) listed below are enrolled in your \_\_\_\_\_ class.

We are available to assist you in modifying class materials, assisting students with reading textbooks and other reading materials, completing class projects and exams. **(Insert Para Name)** and I are here to help you in any way we can to ensure the success of our students.

Student

Class Period