

Date: [Insert Date]

To: [Trustee Name, School Board, or Vocational Program Name]

Subject: Letter of Intent Regarding Educational and Vocational Goals for [Beneficiary Name]

Dear [Name of Contact Person or Committee],

This letter outlines the educational and vocational vision and goals for **[Beneficiary Name]**. The purpose of this document is to provide a roadmap for their personal development and to ensure that all necessary supports are in place to achieve a fulfilling, productive life.

1. Educational Background and Current Status

[Briefly describe the beneficiary's current educational level, schools attended, and any specific certifications or diplomas already achieved.]

2. Primary Educational Goals

Our short-term and long-term educational objectives include:

- **Short-term:** [e.g., Completing a specific life-skills course or finishing a GED program.]
- **Long-term:** [e.g., Enrolling in a community college program or obtaining a technical certification in a specific field.]

3. Vocational Interests and Strengths

[Describe what the beneficiary enjoys doing, their natural talents, and any previous work or volunteer experience.]

4. Vocational Objectives

To facilitate meaningful employment, we aim for the following:

- [Goal 1: e.g., Participation in a supported employment program.]
- [Goal 2: e.g., Internship or apprenticeship in a specific industry.]
- [Goal 3: e.g., Achieving independent employment with minimal supervision.]

5. Required Accommodations and Support Services

To reach these goals, [Beneficiary Name] requires the following supports:

- [e.g., Job coaching or vocational rehabilitation services.]
- [e.g., Specialized assistive technology or software.]
- [e.g., Transportation assistance to and from educational facilities.]

6. Vision for the Future

[Provide a closing statement about the ultimate desire for the beneficiary's quality of life and community integration.]

Thank you for your dedication to supporting [Beneficiary Name] in reaching their full potential.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Relationship to Beneficiary]

[Your Phone Number]

[Your Email Address]