

Month Day, 2014

FIRST LAST

Superintendent

First Unified School District

1111 Second Street

Oakland, CA 94607

Dear Superintendent Bimmel,

I would like to invite you to attend a MESA Day Competition this MONTH, DAY where the top MESA science and math MIDDLE- AND HIGH-school students in THIS REGION will compete in lively hands-on activities to demonstrate their engineering, science and math skills.

More than XXX MESA students from XX schools throughout THIS REGION will gather at THIS CAMPUS to compete in our annual MESA Day NORTH/LA/ETC Regional Competitions. These students beat out HUNDREDS/DOZENS of other competitors during preliminary contests.

As the PRINCIPAL/SUPER/DEAN/ETC of SCHOOL/DISTRICT/CAMPUS we’d love for you to attend and support your students. MESA’s success is due in large part to our ability to forge strong intersegmental collaborations, including with YOUR DISTRICT/CAMPUS/SCHOOL.

You’ll be able to watch students compete in projects they’ve spent months designing, testing and perfecting, while adhering to strict specifications. These projects solidify the core math, science and engineering skills students learn in class. Projects include prosthetic arm, mousetrap car, balsa wood gliders and egg drop.

Most of the hands-on activities are scheduled to commence in mid-morning, and the awards ceremony will take place in mid-afternoon. A more detailed agenda will be forthcoming, but I wanted to extend this early invitation so you would have sufficient lead time for your calendar.

If you cannot visit for the entire day, then perhaps you will be able to PARTICIPATE IN THE AWARDS CEREMONY/TOUR PROJECTS DURING JUDGING. It would be a great honor for our students, most of whom will be first in their families to go on to college, to meet you (AND HEAR YOU SPEAK). MESA Day participants are educationally disadvantaged students who are among the highest-performing in the state in science, technology engineering and math (STEM) studies.

MESA students have a strong track record of going on to higher education. 76% of MESA high school seniors go directly to college after graduation, compared to 41% of California seniors. And 53% of MESA seniors go on as majors in STEM fields.

I hope you will be able to join us at MESA Day. Please don’t hesitate to contact me if I can provide you with additional information. You can reach me at EMAIL.ADDRESS@SCHOOL.EDU or XXX-xxx-XXXX.

Sincerely,

FIRST LAST

MESA Director

INSTITUTION NAME