

February 4, 2014

FIRST LAST

Mayor of CITY

ADDRESS ONE

CITY, CA ZIP

Dear Mayor SURNAME,

On behalf of the Mathematics, Engineering, Science Achievement (MESA) program at INSTIUTION NAME, I would like to invite you to join us at the MESA Day Preliminary Competitions.

As our mayor, we invite you to provide a short welcome statement at the Opening Ceremony, and to tour the hands-on, project-based competitions during the morning to meet the students. The competitions will be held at the INSTIUTION NAME SCHOOL/COLLEGE NAME on MONTH DATE, 20XX.

The MESA program provides academic development for middle school and high school students from educationally disadvantaged backgrounds. MESA emphasizes preparation for higher education and careers in engineering and other mathematic and science based fields.  More than 300 MESA students from sixteen schools throughout COUNTY/AREA and COUNTY/AREA will gather to compete in our annual MESA Day Preliminary Competitions. Winners from today’s competitions will go on to regional contests.

Students will test their skills against their peers in a variety of hands-on competitions. This event marks the culmination of months of hard work and preparation from the students. Some competitions, such as the prosthetic arm design or mousetrap car, require countless hours of design and building time adhering to strict specifications, while others require in-depth research and practice, such as speech or model science competitions.

We would be honored if you would join us on this special day.

If you are available to attend MESA Day please contact me by phone at XXX-XXX-XXXX or email at first.last@ucop.edu

Thank you for your consideration.

Sincerely,

SIGN NAME

First Last

MESA Director

Name of Institution