

MONTH DAY, YEAR

Dear Mr./Ms. SURNAME,

On behalf of the MESA program, I would like to invite Assemblymember Jones to join us at our STEM education event, MESA Day, where the top 300 MESA science and math middle- and high-school students in the 30th district will compete in lively hands-on activities to demonstrate their engineering, science and math skills.

As our representative to the state assembly, we invite Assemblymember Jones to provide a short welcome statement at the Opening Ceremony, and to tour the event during the morning to meet the students and view the hands-on projects they have engineered.  The competitions will be held at the **INSTITUTION NAME, BUILDING NAME ADDRESS Day Month Date, 20XX**.  **His attendance is requested at 9:00 a.m. to give a 5 - 10 minute welcome address.**   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 him/her and hear him/her speak.

After the opening ceremony I will take him on a short tour of the competitions where he'll be able to watch students compete in hands-on 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. There are XX project-based competitions to view, including prosthetic arm, mousetrap car, balsa wood gliders and egg drop.

MESA Day participants are educationally disadvantaged students who are among the highest-  
performing in the state in science, technology engineering and math (STEM) studies. Winners   
of these contests will move on to regional and state competitions. MESA students have a strong track record of going on to higher education. Seventy-six percent of the MESA high school seniors go directly to college after graduation, compared to 41 percent of California seniors. And 53 percent of MESA seniors go on as majors in STEM fields.

We would be honored if Assemblymember Jones would join us on this special day. If he/she is available to attend MESA Day please contact me by phone at XXX-XXX-XXXX or by email at FIRST.LAST@UCOP.EDU.

Thank you for your consideration.

Sincerely,

SIGN NAME

FIRST LAST

Director, MESA

INSTITUTION NAME