

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, where the XXX MESA students will celebrate successful transfer to four year institutions at our end-of-the year banquet.

As our representative to the state assembly, we invite Assemblymember Jones to provide a short welcome statement/provide certificates and to tour the MESA center on campus. The ceremony 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.

MESA 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. Ninety-six percent of the MESA community college students who transfer do so in STEM majors.

We would be honored if Assemblymember Jones would join us on this special day. If he/she is available to attend 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