

[Your Name]

[Your Title/Role]

[High School/University Name]

[Phone Number]

[Email Address]

[Date]

[Recipient's Name]

[Organization/Company Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am the organizer of [High School/University Name]'s **STEM Summer Program**, an initiative dedicated to inspiring and equipping students with the skills and knowledge they need to thrive in science, technology, engineering, and math fields.

This exciting program will run from **[start date] to [end date]**, and we are thrilled to welcome [number] students to participate in hands-on workshops, collaborative projects, and skill-building activities. As we prepare to launch, we are seeking support from valued community partners like you to help provide the materials and resources needed to make this program a success.

Specifically, we are requesting donations of **[specific materials needed, e.g., "art supplies, robotics kits, or basic office supplies such as paper and markers"]** or **[snacks and beverages, e.g., "individually packaged snacks and bottled water"]** for the students. These contributions will help us ensure that our participants have the tools they need to engage fully and stay energized throughout their STEM explorations.

Your support would play a critical role in making this program accessible and impactful for all students. In recognition of your generosity, we would be delighted to acknowledge your organization in our promotional materials, social media posts, and program newsletters.

I would be happy to discuss this further and provide any additional information you may need. Please feel free to contact me directly at **[phone number]** or **[email address]**. Donations can be arranged for pickup, or they can be dropped off at **[specific location]** at a time convenient for you.

Thank you for considering this opportunity to invest in the future of STEM education and our community. Your support means the world to us and the students we serve.

Warm regards,

[Your Name]

[Your Title/Role]

[High School/University Name]