

**SAMPLE LETTER OF INQUIRY TO A CORPORATION TO SUPPORT PURCHASE OF  
“Serving Up Science and Engineering”**

Dear [Name of contact at corporation]:

Thank you for [all you have done to support bringing diversity to science and engineering] \*or\* [your prior support to our organization in our work to bring diversity to science and engineering]. We are aware of your good works to promote the recruit women and minorities to study science and engineering such as [ ....].

We are writing to invite you to become a corporate sponsor of [ our event name ] which is planned for [ date ] at [ location ]. We will gather [ number ] of education supporters in order to increase their knowledge of the issues, best practices, and actions they can take. With a donation of \$x,xxx we can provide our participants with a high quality paperback handout, and give you credit for its sponsorship in our program materials.

Our program .... [ who are you/ mission, what do you do, how long have you been doing it, your ties to the target community, results you have accomplished, community support you enjoy, networks you are part of ... one paragraph]

Many of the employees and countless customers of your company are alumni of educational programs that encouraged their academic interest and degree attainments [and they are part of the community we are serving ] . We are trying to expand that universe and make it more inclusive than ever.

Our event will be .... [ when, where, who/what kind of people are invited, how many, what is the agenda, some speakers, what you hope to accomplish ...]

We will use the funds to provide each participant with a copy of a paperback handout called ***Serving Up Science and Engineering (to girls especially): a quick briefing***. Each copy costs about \$13.00. It was designed to introduce professionals to resources and ideas in the field. There are chapters on the new “science and engineering cuisine” of free activities for kids, educational strategies designed to appeal to girls and to make science and engineering more exciting than it used, how to connect with the community of practice, how to design strong programs, a smattering of what we know from research, and what makes this effort particularly important today. The handout digests hundreds of resources and decades of investment for people exploring the topic. We think it will greatly enhance our event by giving participants something to carry away that is short, friendly, and credible.

To acknowledge your corporate sponsorship, we will be pleased to offer the following benefits to your company:

- Your name and logo on promotional posters [in what geographic area?]
- Your name and logo on the front cover of our program for the event
- Signage and table space at the registration table to display company literature
- Tickets for you to distribute to [ number ] guests
- The opportunity for a company representative to address the group

- Acknowledgement of your support in our newsletter stories about the event and our program reports

Your gift will ultimately affect the capacity of our community to increase the numbers of students excited about science and engineering, and those who pursue degrees and enter the workforce. We hope that your abiding interest in the economic vitality of our region will encourage you to support this effort to help educate the next generation of students by changing the thinking of our community leaders and parents. If you have questions about [our organization and the event] or this request, please contact [ ...contact and phone/email...]. Thank you for your consideration.

Sincerely,

[note about this draft: thanks to *Getting funded: the complete guide to writing grant proposals* by Mary Hall and Susan Howlett, p. 48]