

Sample Letter (printed on school letterhead is best!):

Date

Contact Name

Prospective Company

Address

City, State Zip

Dear (potential sponsor),

On behalf of (school), I am writing for your support of our participation in a nation wide technology education program. The Botball Educational Robotics Program is an innovative teaching tool for middle and high school science, technology, engineering and math curriculum. Botball is a unique program in that it not only provides inspiration, knowledge and confidence to our students, but it also provides a number of educational tools that can be utilized long after the competition is complete.

Our goal is to give students more knowledge and confidence in the area of technology in order to prepare them for careers in this digital age. Participation in Botball may expose some students to careers in science, technology, engineering, and math that they may have never considered. Through Botball we want to enhance our science curriculum and prepare our students to be well-trained, confident employees for tomorrow's workforce.

Not only do students gain confidence and knowledge in these skills, but teachers are provided with training, equipment, and technical support that they can use for years to come. Botball addresses National Science Education Standards as well as our state's education standards.

Our registration fee includes:

- A 2-day professional development workshop for up to 3 teachers
- High tech robotics equipment that can be used for the competition, to accompany existing curriculum, and for extracurricular robotics study
- Robotics software and documentation.
- Technical support throughout the season
- Tournament entry fee
- Botball T-shirts

It should be our goal as educators and citizens of our community to bring more technology to our students so that they may be better prepared for entering into a technologically advancing workforce. Botball provides students with an opportunity to be educated about and prepared for that workforce. Your contribution can impact the lives of many students and provide important technical training for teachers. It will also allow your company to receive a variety of public relations benefits. Our school will include (list benefits your team will provide). Your support is greatly appreciated.

Sincerely,

YOUR NAME