

The Honorable Senator [name]
[Address from the list]

Dear Senator [last name]

I am the [community relations manager] for Team [number and name] located in [Maryland or Virginia] and a [X grade] student at [name of your school]. Our team would like to invite you to attend the (Full name of competition including "sponsored by" where applicable) on [dates of competition in the state] where high school robotics Teams from your state will be competing to advance to Championship events. The competition will be held on [dates] at [name and physical addresses] from [times].

FIRST (For Inspiration and Recognition of Science and Technology) is a Science Technology Engineering and Math (STEM) afterschool enrichment program. Some 12,000+ k-12 students participate in *FIRST* programs in Virginia, DC and Maryland each year. *FIRST's* mission is to inspire students to become science and technology leaders. *FIRST* accomplishes this by engaging students in exciting mentor-based competitions that build STEM skills, inspire innovation, and foster well-rounded life capabilities. These include self-confidence, communication, and leadership.

We hope you will be able to attend one of the competitions in [Maryland or Virginia]. We also welcome any of your staff that would like to attend.

Your attendance would also make a significant contribution to our goals: showing that our efforts to become STEM professionals is worthy of the support of our elected officials.

If you have any questions or are able to RSVP yes, please contact: Leighann Scott Boland, Director of Development, VirginiaFIRST, lboland@virginiafirst.org, 804.514.7712.

Thank you,

[Your name]

Cc: [the three staff names in the chart for the Senator]