To Whom It May Concern:

[INSERT NAME OF SCHOOL] is working hard to innovate learning for students through the integration of Science, Technology, Engineering, and Math (STEM) into our curriculum. We have learned that doing so makes learning very real for students and helps them understand many elements around them. In the process of using such a hands-on approach where students often create various products of learning, students need a variety of materials, technology, and equipment.

Our school would appreciate the donations of time, expertise, as well as materials to assist students in completing problem-based learning activities that integrate the concepts of STEM. We welcome employees who are interested in coming to our school to help teachers guide students through real-world simulated tasks in which those professionals are familiar. Examples would be architectural/product design and/or how and what technology they use on a daily basis. Video conferencing or other forms of digital communications are also options for consideration. We have over [INSERT NUMBER OF STUDENTS HERE] students engaged in this type of real-world learning, and are hopeful that many will choose STEM-related careers. If you have any questions or need additional information, please let us know.

Thank you for your consideration and support.

Sincerely,