# Invitation Letter to School Officials and Policymakers

**Remove this text and update the highlighted sections of the template** to invite community leaders to your event

{Insert local PTA logo}

{Date}

{insert official’s name}

{insert official’s address}

Dear {insert official’s last name}:

{Insert your PTA name} cordially invites you to attend our STEM + Families Propelling Our World event, sponsored by Huntington Ingalls Industries, on {insert date} at {insert time and location}. This event **brings kids and their families together to participate in hands-on engineering activities.**

During this event, {Insert your PTA name} will create a fun, engaging environment where kids and adults can work together and discover how fun engineering, and STEM in general, can be.

Family engagement and supporting student success make up a huge part of PTA’s mission. Students with involved parents are more likely to earn higher grades and pass their classes, attend school regularly, have better social skills and go on to postsecondary education. Getting families involved in their kids’ interests, and potential interests, in STEM is what this event is all about.

Please let us know if you will be able to share 20 minutes of your time to join us. We would include your presence in our program promotion to families and others in the community and provide time on the agenda for a brief welcome.

Thank you for considering this invitation and we look forward to hearing from you.

Sincerely,

{PTA President}

{Insert contact information for RSVP}