[date]

[name]

[principal or other title]

[school]

[street address]

[city, state zip code]

Dear [Mr./Ms./Dr.] [name]:

National Chemistry Week (NCW), an outreach program of the American Chemical Society (ACS), will be celebrated nationwide on October [dates]. The program is designed to enhance and reach the public, particularly elementary and secondary school children, with positive messages about chemistry. It provides an opportunity for ACS local sections (currently 185 sections throughout the U.S. and Puerto Rico), their volunteers, and local educators to unite yearly to promote chemistry. The [name of section] ACS Local Section invites you to join us in celebrating National Chemistry Week.

We are offering a [hands-on chemistry activities program, chemistry awareness program] to be presented at your school on [date]. We will be responsible for all materials for the event and will provide a complete teaching team. [optional: With your permission, we also will invite members of the media, the mayor, and/or the governor to visit the school.]

In a few days, I will call you to discuss the possibility of holding this event at your school and to provide details of the program’s agenda. Please contact me at [telephone number] or [email address] if you have questions prior to my call. Of course, if this time of year is inconvenient for you and your students, we may be able to visit your school at a later date.

Sincerely,

[name]

National Chemistry Week Coordinator