Logo, company name

Description automatically generated[Month Day, Year]

[Name of Person Letter is Addressed To]

[Company Name]

[Address]

[City, State Zip]

Dear [Mr. or Ms. Last Name]:

Our school, [full name of the school or group/club], is honored to extend a special invitation to join our **Girl Powered Workshop** event.

**What is It?**

Girl Powered Workshops are events with the goal to engage and inform young women about robotics education and competition opportunities they might not be aware of. We have been invited by the Robotics Education & Competition Foundation (RECF) to host our own **Girl Powered Workshop** during the month of October in honor of International Day of the Girl (October 11, [Year]).

We are very excited to host this event and hope that many girls in our community can experience the cool robots we will be building, as well as the fun games and activities throughout the day.

**When Will it Take Place?**

[Month Day, Year] from [start time] to [end time], at [location name].

**What Is Our Request?**

We would love to have you as our inspirational speaker! We are pleased to invite you to share some words of wisdom and to encourage our attending participants to enjoy the event by being engaged and curious!

We are committed to showing how exciting it is to be involved with STEM, showcasing examples of how women are changing the world, providing tools for success, and enabling comfortable environments where all students' confidence and abilities can flourish. The Robotics Education & Competition Foundation (RECF) and VEX Robotics are working to make robotics reflective of the diverse world we live in, and the one we want to leave behind.

Please let us know if you have any questions you may have. We can be reached at [insert phone number] or via email at [[insert](mailto:leeb@ccl.org) email].

Thank you for your consideration and support!

With warm regards,

[Signature here of school or club representative]