

[Your letterhead here]



Dear [presenter name],

I am writing to invite you to present a learning station at the annual Make a Splash Water Festival presented by [your classroom] on [insert date].

Modeled after Make a Splash Festivals attended by thousands of children nationwide, this event will include hands-on sessions featuring topics like water conservation, history of water use, the hydrologic cycle, ground water, and water resource management. You would provide a vital contribution to the event's overall success.

Exactly what we are asking of you:

We are asking you to present a total of four, forty-five minute sessions on [topic] starting at 9:00 am and ending at 2:00 pm. Lunch and volunteer assistance will be provided.

Approximately twenty-eight 4th graders will be attending accompanied by a teachers and chaperones. After arrival, classes will be divided into groups of seven and assigned a starting station. Each station will last forty-five minutes with a five-minute break in between for students to walk to the next station.

I have an outstanding activity for you to present entitled [name of activity]. I am planning a training meeting on [insert date]. If you can't make it we can meet at your convenience to discuss the best way to present it.

I'll be giving you a call in a few days to check-in. Thank you very much!

Sincerely,