[Date]

[Address]

 Re: Xaverian High School Robotics Program

To Whom It May Concern:

 The Robotics Team at Xaverian High, The Brooklyn Blacksmiths, is looking to expand its program and is seeking a corporate sponsorship in order to keep the program relevant and up-to-date with today’s ever-advancing technology. We believe this effort cannot be accomplished without financial assistance from the experts who are familiar with the tools, skills and technology, and who have become leaders in the industry.

 Xaverian High School is part of the FIRST (For Inspiration and Recognition of Science and Technology) program, whose mission statement is to inspire young people to be leaders by engaging them in exciting mentor-based programs that build science, engineering and technology skills, inspire innovation, and foster well-rounded life capabilities including self-confidence, communication, and leadership. This not-for-profit public charity designs these programs in order to motivate young people to pursue education and career opportunities in these fields. Several times throughout the year, regional competitions take place displaying students’ ability to create a robot of their own design, earn and use sophisticated software and hardware, and earn college scholarships. The necessary power tools and equipment must be purchased and utilized for students to be able to build a robot worthy of competition.

 If you choose to assist us in this endeavor, we assure you that your corporate name and/or logo will be prominently displayed on the robot itself, advertising your company to all who attend these competitions. This display will be seen by an audience who have a potential interest in your products and will take note of the good will you have extended to our school. No doubt, these will be your prospective customers.

 It is our hope that you will consider sponsoring Xaverian High School’s Robotics Team. We invite you to come visit our school during one of our meets and see first-hand what we are all about. You may call the school so that a convenient time and date can be arranged. We thank you in advance for your time and consideration and hope to hear from you shortly. If you have any questions that you would like answered to assist you in your decision, or to clarify what we are asking of you, please feel free to contact us at jschreiner@xaverian.org, or call the school office at 718-836-7100.

 Very truly yours,

 Robotics Team 806 at

 Xaverian High School

 **Potential Sponsors**

Grainger

815 Third Avenue

Brooklyn, NY 11232

Home Depot

2970 Cropsey Avenue

Brooklyn, NY 11214

Black and Decker

20 Constitution Blvd. South

Shelton, CT 06484

Fastenal

951 Third Avenue

Brooklyn, NY 11232

Robert Bosch LLC

Research and Technology

Two North Shore Center,

Suite 320

P.O. Box 6762

Pittsburgh, PA 15212