

Lab Resources

This template is intended to serve as a starting point for outreach communications with organizations regarding lab resources. Please ensure all highlighted sections are customized with the appropriate information relevant to your request.

SUBJECT: Lab Resources Request for [School Name] [Name of Program or Class]

MESSAGE:

Dear [Employer or Employee Point of Contact],

My name is [Full Name], and I am a [Position] reaching out on behalf of [School Name] in [Location of School] to inquire about [Company Name]'s interest in providing lab resources for our [name of program OR class].

In our [name or program OR class], our students have been learning [subject matter, e.g., energy education], which we hope to bring to life through engaging labs and activities. However, our school is in need of further support through donations or sponsorship to deliver these impactful learning experiences. We are hoping that, with your help, we can curate the necessary materials and equipment for these labs. Please find a list below of resources we are seeking:

[Insert bulleted list of resources needed, including quantity of each. Example below:

- Safety goggles – 30 units – \$300 estimated cost
- Graduated cylinders – 15 units – \$150 estimated cost
- Bunsen burners – 20 units – \$400 estimated cost
- Hot plates – 20 units – \$600 estimate cost]

We greatly appreciate your consideration of our request and hope to discuss further. These labs will be instrumental to our students' learning of [general energy topic] and it won't be possible without [Company Name]'s support!

Best Regards,

[Your Name]

[Your Position]

[School Name]

[Your Email Address]

[Your Phone Number]