# Subject: Sponsorship Opportunity for [ORGANIZTION]’s Engineering Machine Design Contest

To: Potential Sponsors *(i.e. STEM Department Head at College/University, Local Engineering Associations, STEM-Related Companies)*  
From: EMDC Organizer

[Your Company's Letterhead]

[Date]

[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Company Name],

**Subject: Sponsorship Opportunity for [Organization]'s Engineering Machine Design Contest**

This Spring, [Organization] is proud to host the Engineering Machine Design Contest, a robust initiative aimed at providing middle and high school students with a hands-on STEM experience. We are seeking your support to make this program a success and empower students in the pursuit of STEM education and careers.

**Program Overview:** In the Engineering Machine Design Contest, students will engage in months of designing and building projects. STEM volunteers will play a vital role by guiding, judging, and providing feedback to participants. The program culminates in determining a winning team. Students will gain practical experience in problem identification, solution development, project management, and effective communication.

**Event Details:**

* **Date**: [Date]
* **Venue**: [Location]
* **Participants**: 5th-12th Grade Teams (3-12 Students per Team)
* **Project**: Design and build a machine with 10-20 steps, including a chemical reaction, electrical, fluid power, and mechanical action step. Present skills and knowledge learned through a Team Journal and Presentation.

**Sponsorship Request:** To ensure the success of these programs, we seek your support to cover program materials, communication, coordination, and awards and prizes. Please find enclosed our sponsorship form, detailing recognition levels. Your invaluable support will be acknowledged in the promotion of the competition, during the awards program, on the STEM Forward website, and across our social media channels. [EDIT PARAGRAPH AS APPROPRIATE]

We believe in the lasting impact of this program, as students who participate often pursue STEM degrees and careers inspired by their experiences. Your sponsorship will play a crucial role in preparing [State] students for the challenges and opportunities in STEM fields.

Thank you for considering this sponsorship opportunity. Your commitment will contribute to the growth of STEM education and empower students to excel in both their academic and professional pursuits.

We look forward to the possibility of partnering with [Company Name] in this endeavor. Should you have any questions or require further information, please feel free to contact us at [Your Contact Information].

Sincerely,

[Your Full Name]  
[Your Title]  
[Organization]

[Your Contact Information]