

[YOUR ORGANIZATION'S LETTERHEAD AND/OR LOGO AT TOP]

[Name of recipient]
[Recipient's organization]
[Recipient's address]

Dear _____,

[Opening paragraph option 1] I am contacting you to inquire about opportunities to incorporate lessons on water [supply/quality/treatment] into the curriculum of your [science/chemistry/biology/operations] class(es).

[Opening paragraph option 2] I am contacting you to inquire about your interest in educating your students on careers in the water industry. Career opportunities in the industry are diverse, including water treatment plant operations; water distribution system maintenance and repair; laboratory and research/development; civil and environmental engineering positions; and work with regulatory agencies.

[In the next paragraph, briefly describe your background, qualifications for instructing on topics related to the water industry, and motivation for wanting to educate local students on this topic. If you intend to primarily talk about careers, discuss how your particular career will influence the material that you present to the students.]

[In the next paragraph, give some specific examples of activities you'd like to help out with. For instance, if it's a high school chemistry class, you might be able to assist the class in testing chemical properties of different water samples. If it's a technical education center or junior college, you may want to give a presentation on how various courses can prepare the students for certain careers in the water industry.]

Please contact me at [phone number and/or email address] if you have any questions on this topic or are interested in helping me to arrange a [presentation or demonstration] for your class(es). I hope to hear from you soon.