[Name]

[Principal or other title]

[School]

[Street address]

[City, state zip code]

Dear [Mr./Ms./Dr.] [name]:

Chemists Celebrate Earth Week (CCEW), an outreach program of the American Chemical Society (ACS), will be celebrated nationwide on [Date]. The program is designed to enhance the public’s awareness of important contributions made through chemistry in preserving our planet and improving our environment. It provides an opportunity for ACS local sections (currently 185 sections throughout the U.S. and Puerto Rico), their volunteers, and local educators to unite yearly to promote chemistry. The [name of section] ACS Local Section invites you to join us in celebrating Chemists Celebrate Earth Week.

We are offering a [hands-on chemistry activities program, chemistry awareness program] to be presented at your school on [date]. We will be responsible for all materials for the event and will provide a complete teaching team. [optional: With your permission, we also will invite members of the media, the mayor, and/or the governor to visit the school.]

In a few days, I will call you to discuss the possibility of holding this event at your school and to provide details of the program’s agenda. Please contact me at [telephone number] or [email address] if you have questions prior to my call. Of course, if this time of year is inconvenient for you and your students, we may be able to visit your school at a later date.

Sincerely,

[name]

Chemists Celebrate Earth Week Coordinator