# Sample Letter to Community Groups

{DATE}

{NAME}

{ORGANIZATION NAME}

{ADDRESS}

{CITY, STATE ZIP}

Dear Library Friend: {use a personalized greeting whenever possible}

The {NAME OF LIBRARY} is hosting a new program titled “Girls STEAM Ahead with NASA.” We cordially invite you and your colleagues {USE APPROPRIATE TERM FOR EACH GROUP, I.E. MEMBERS, EMPLOYEES, ETC.} to attend. The program is designed to offer participants an opportunity to celebrate women in science, learn about the universe, and empower girls in our community to explore the role of science in life and in their careers.

Our library will partner with NASA to host this program thanks to our ongoing commitment to provide science programming to the local community. “Girls STEAM Ahead with NASA” is a nationwide project hosted by the NASA’s Universe of Learning science education program. The initiative started in 2013 as the “NASAScience4Girls and Their Families” collaboration of NASA-funded Astrophysics education and public outreach programs and the American Library Association.

“Girls STEAM Ahead with NASA” will be held {DAY, DATE} at {TIME} in the library’s {ROOM NAME}. These programs will {BRIEF DESCRIPTION OF WHAT THE PROGRAM IS ABOUT}\*.

The enclosed materials provide additional details about this program. We encourage you and your colleagues {USE APPROPRIATE TERM} to participate in this national event at our library. To register, please contact {CONTACT NAME} at {PHONE NUMBER} or {E-MAIL ADDRESS}.

Thank you,

{NAME OF LIBRARY OR PROJECT DIRECTOR}

{TITLE}

\* Girls STEAM Ahead with NASA is an initiative of the NASA-funded science education program NASA’s Universe of Learning. The initiative started as the Astro4Girls 2012 collaboration of NASA-funded Astrophysics education and public outreach programs and the American Library Association.