**IMPACT OUTREACH EMAIL TEMPLATE**

You may use this template as a starting point for drafting an email to your local IMPACT facility. We recommend that you copy this text into the body of an email.

**SUBJECT:** [SCHOOL] Request for the SSBC

 Dear [IMPACT CONTACT]:

My name is [FIRST NAME, LAST NAME], and I am a student at [SCHOOL] majoring in [MAJOR]. I am the [TEAM ROLE] of [SCHOOL]’s team for the Student Steel Bridge Competition (SSBC). This annual collegiate competition challenges student teams to design, fabricate, construct, and load test a 20-ft long scale-model steel bridge that meets a set of project specifications. The organizing sponsors are the American Institute of Steel Construction (AISC) and the American Society of Civil Engineers (ASCE), and there are 20 regional competitions that will take place across North America next spring.

IMPACT is a supporting affiliate of the SSBC, and I received your contact information as part of that partnership with AISC. Our team is looking for a t that can provide us with assistance as we fabricate and construct our bridge. As the representative for the [FACILITY NAME], we hope you can help us as we prepare to compete in the [REGION] Regional Competition.

Our team is looking for assistance in one or more of the following ways:

[INSERT THE ASSISTANCE YOU ARE REQUESTING HERE. FOR EXAMPLE:]

* Provide welding and other fabrication skills training
* Provide space and access to tools for fabrication
* Allow our team to practice constructing our bridge (approximately 60 ft x 20 ft of space is needed)

We are also very excited to learn more about the fabrication process and what ironworkers do. If you have any questions or need additional information, please contact me directly. I would be happy to discuss the competition and our team’s specific needs in more detail. My email is [EMAIL] and my phone number is [PHONE NUMBER].

Thank you for your time, and I look forward to hearing from you.

 Sincerely,

[FIRST NAME LAST NAME]