**Sample Field Trip Letter – Mission**

Dear (administrator, superintendent, etc.),

This letter serves to respectfully request ($$ amount) from (name of school/organization) for (name of school / grade level / number of students) to attend a Simulated Space Mission field trip at the Challenger Learning Center.

The fields of Science, Technology, Engineering, and Math (STEM) are becoming increasingly significant, both inside and outside of the classroom. Teaching STEM in a classroom poses many challenges. These challenges include finding adequate time, acquiring appropriate resources, and keeping up with the demands of a changing curriculum. A field trip to Challenger Learning Center would assist us in providing our students with very worthwhile STEM experiences that they would not be able to access in the classroom.

A field trip to the Challenger Learning Center for a Simulated Space Mission would be an experience unlike any other. Our students would be transported to a cutting-edge Mission Control room and a high-tech Space Station simulator. Whether the mission is flying to the moon, intercepting a comet, or flying an expedition to Mars, it’s an unforgettable learning experience. Moreover, students will take on the role of engineer and scientist as they test their decision-making skills, solve problems, and communicate with their teammates during this innovative space-themed science and math hands-on experience. This valuable and unique opportunity will lead our students to consider future STEM endeavors – such an important path in today’s world.

Thank you so much for your consideration of this funding request so our students could have this exceptional experience at Challenger Learning Center. This field trip will certainly provide our students with awareness of STEM careers and opportunities, allow students to put into practice very valuable science and engineering skills, and overall provide students with an educational opportunity that could not be matched anywhere else. Please contact me with any questions you may have about this request (provide phone number / email address).

Sincerely yours,

(name)

(title)

(school)