**Sample Email Format**

*For contacting National Science Foundation Small Business Innovation Research and Small Business Technology Translation (NSF SBIR/STTR) companies about research opportunities for students and teachers*

“My name is [name], and I am a [teacher/student] at [school]. As you hopefully know, grantees in the NSF SBIR/STTR program can bring on a high school student to do research at no cost to the company. You may be familiar with this supplemental funding opportunity, but if not, here is some more information from the [NSF SBIR website](http://www.nsf.gov/eng/iip/sbir/Supplement/) (see: “Educational Partnerships”). Would you have room on your team for an additional researcher like me, whose stipend could be provided by the NSF? I have attached some information about myself. I was hoping for an experience [when]. Please let me know if that may be possible. I’m happy to provide additional information about myself, if so.”