Dear *insert potential advisor name*-

We are a team of *XX* grade students in *insert school, community and state*.

We are designing and proposing a microgravity experiment in your area of expertise and wanted to know if you might consider serving as our team’s researcher advisor. We hope the experiment will be selected for flight to the International Space Station and be operated by the astronauts.

We are participating in the Student Spaceflight Experiments Program (SSEP) Mission 14 to the International Space Station (see http://ssep.ncesse.org). The program is giving hundreds of students in our community, reflecting dozens of student research teams, the opportunity to design and propose real microgravity experiments, and see how a real research proposal competition works. We’re learning about real world experiment design, and the technical writing skills needed to write a research proposal.

One of our community’s proposed experiments will be selected to launch from Kennedy Space Center, Florida, in late Spring 2020, on a SpaceX rocket. The experiment will be transported to the International Space Station where it will be conducted by the astronauts for a month before returning to Earth for harvesting and analysis.

Our team has decided that the focus of our microgravity experiment will be *insert experiment proposal topic*. We need to find a mentor/advisor who is an expert in this field, and through Google Scholars search we found you. We are reaching out to see if you would be willing to be our mentor/advisor. We know your expertise will be a great asset as we refine our experiment and write our proposal. If you join us, your name will be listed as ‘Advisor’ on the final version of the proposal that will be submitted for review.

Our proposal, along with all the other proposals from our community, will be reviewed by a local Step 1 Review Board made up of educators and researchers in our area. They will then select three finalist proposals, which are submitted to the SSEP National Program Office for Step 2 Review. A Step 2 Review Board in the Washington DC area will review the finalist proposals from all of the 33 communities participating in SSEP Mission 14, and by December 17, 2019, select one experiment from each community to fly. You might want to read about the Step 2 Review Board for the last Mission:

http://ssep.ncesse.org/ssep-step-2-proposal-review-boards/the-ssep-step-2-review-board-for-mission-13-to-iss/

We hope you will join our team as we take on this challenge. If you have any questions, please feel free to contact our teacher, insert teacher name, at *insert phone or email contact information*.

Thank you in advance for your time and consideration.

Sincerely,

*Insert student names or team name*