[Insert Date]

[Insert Organization Name and Address]

Dear [Insert Organization Leader Name],  
  
Our town and our community are built on the foundations of civics. We want to help students in our community appreciate the importance of civics in their everyday lives.

The National Civics Bee is an initiative aimed at encouraging more young Americans to engage in civics and contribute to their communities. Organized in partnership with The Civic Trust of the U.S. Chamber of Commerce Foundation, the competition in [Location] will inspire middle schoolers to become better informed about American democracy, to engage respectfully and constructively in the community, and to build greater trust in others and institutions.

Middle school students from across our district are invited to take part in the first-round civics essay competition. A cross-section of community leaders (including government officials, business leaders and educators) will review each of the 500-word essay submissions. The top 20 students will be selected to move on to the final round of competition: a live quiz event to test their civics knowledge. The finalists and top winners will receive various prizes, including $500 cash for the first-place student. The top three winners will then have a chance to compete at the state level and one of them will move on to the inaugural national competition. Entries open November 13, 2023 and close on January 8, 2024.

I think it would be a valuable experience for the middle school students in [Insert Organization Name] to participate. Can I count on you to encourage students to visit <https://civics.uschamberfoundation.org/national-civics-bee> and enter or utilize the Civics Bee as an activity this year?

The Bee gives students an opportunity to share their thoughts, ideas and voices about our community. It is also a way to increase their knowledge of civics.

I hope you will encourage the youth in our community to participate in the National Civics Bee.

Sincerely,

[Insert Signature]

[Insert Name]