**Sample Email**

Subject: Student Research Assistance

Good Morning Ms. Hopp,

My name is Jennifer Johnson. I am currently conducting research for the Advanced Scientific Research as part of the North Cobb School for International studies. The goal of my project is to determine the relationship between gummy bear flavor preference and academic achievement. To collect data, I hope to visit your homeroom and distribute a survey that will only take about five minutes of your time. I will provide all the necessary materials including extra pens, envelopes for collection, and any necessary instructions for your students. According to the current schedule, the dates below are homeroom days:

February 3

February 10

February 24

March 2

March 9

March 16

March 23

If any of these dates work for you will you please email me back at your earliest convenience so we can set up the calendar and I can deliver materials to you.

Thank you for your time,

Jennifer