

## Introductory letter to teachers template

Feel free to personalize...

Subject: Visit to your classroom to plan workshops

Cc: Jack.Dougherty@trincoll.edu

Dear \_\_\_\_\_

Thank you for offering to let me design and teach three science or math workshops in your classroom this spring for my Teaching and Learning course at Trinity College.

I'm writing to schedule a mutually convenient time for me to visit your classroom for 30 minutes and also to speak briefly with you to find out what topics or standards you would like my three workshops to focus on. (Optional:) For example, we have been working [with several math and science standards and resources](#) for ideas.

May I visit you in your classroom on \_\_\_\_ example: Tues Feb 7th from 11-11:30\_\_ (30 minutes)?

If that is not convenient, another option is \_\_\_\_\_ (30 minutes)?

Optional: Or text or phone me if you'd like to suggest a different day or time.

Later this spring, my workshops in your classroom will be on Friday afternoons on March 10th, March 31st, and April 28th.

Looking forward to meeting you,

Name

Email

Mobile number