

ex: Introductory letter

December 6, 2006

Dear Homeroom Teacher,

My name is Terrece Jordan and I work as a Homework Assistance Tutor at the _____ Academic Studies Program. I would like the opportunity to schedule a visit with you to discuss homework expectations, class syllabus, and ways in which we can support _____ (student name goes here) academic progress. I would also like to schedule a time when I can observe and monitor his/her learning style and classroom participation. Our after school program is working to make the connection with schools to help increase the academic achievement of the students that we serve.

Please feel free to email me a list of times that visiting hours are encouraged at _____@yahoo.com or you can reach me directly _____ or at our site _____. You will also find attached a signed School Release Form from parents for the approved visit.

I look forward to meeting you! Together we can help our students succeed!

Sincerely,

Terrece Jordan
Homework Assistance Tutor