*Instructions: Copy this letter into an email or your own Word document. Personalize each of the highlighted sections and add anything else that you feel may resonate with your leadership. After sending the email or letter, follow up with a meeting to discuss the opportunity.*

To *Educational Decision Maker:*

I hope this message finds you well. I am writing to express interest in professional development from Teaching Strategies to advance our team’s skills and confidence in the classroom, especially regarding language and literacy instruction.

As the established leader in early childhood education for 45 years, Teaching Strategies provides robust, high-quality, year-round education opportunities in flexible online formats that would allow us to access self-paced coursework to bolster our growth now and over time.

I am specifically requesting Teaching Strategies’ Professional Development Teacher Membership PLUS subscription for ourteam, which includes **Early Literacy Certification: The Foundations of the Science of Reading™**. This two-year certification program is designed to develop teachers’ confidence, knowledge, and ability to deliver high-quality language and literacy instruction to young learners. The certification includes

* 50+ hours of IACET-accredited, CDA-and CEU-bearing courses;
* 30+ hours of classroom application;
* dedicated coaching from language and literacy experts; and
* a comprehensive approach to language and literacy instruction.

In addition to this unique certification program, Teaching Strategies’ Professional Development Teacher Membership PLUS includes access to their core Teacher Membership components, including

* over 400 additional hours of CEU-bearing online professional learning classes and courses;
* all courses required for CDA & CCDF training;
* an 8-week onboarding program; and
* an online community of over 80,000 engaged, supportive educators.

By empowering us with flexible ways to grow as professionals, I believe our program will see tangible benefits in child outcomes, as well as teacher recruitment and retention. I hope you will support our team through this professional development membership, so that we can make an even greater impact on our students, families, and program, particularly in building the foundation for language and literacy success.

To get pricing details and enroll, we can contact our Teaching Strategies representatives or fill out this contact form to have someone reach out to us. I would love to talk with you about it further and appreciate your considering this request.

Thank you,

NAME