

Date

Principal Name (first and last), Principal
Name of School
Address
City, State Zip

Dear Title (Dr., Ms., Mrs., Mr.) Last Name:

BRIEF BIO: A paragraph that described where you are in your program. **EXAMPLE:** I am a master's student at the University of Kansas. I am at the point in my studies where I am ready to begin my first graduate practicum experience. The purpose of my letter is to introduce myself to you. I am very interested in completing my practicum experience in your school/district.

YOUR PREPARATION: **This is an example of what you might write:** At the University of Kansas I am preparing to be a teacher of children and youth with high-incidence (mild) disabilities. I received my undergraduate degree in general education, specifically elementary education, at Rutgers University. After teaching general education for three years I found that I was teaching a very diverse set of learners. Some of my students were "at risk" for school failure, and a few had learning and behavior disabilities. I felt drawn to work with these students and indeed found this work to be most rewarding.

YOUR PROGRAM: **EXAMPLE:** For this reason I decided to enroll in a graduate program at the University of Kansas. The special education program at KU is ranked #1 among public universities in the US. Thus far, my courses are just what I wanted and needed to be a well prepared teacher.

YOUR ASK: My hope is that you might consider hosting me during my practicum experience. The practicum is eight weeks long. During this time, at regular intervals, I will need to make videos of myself teaching. These videos will be visible to my university supervisor who will provide feedback, coaching, and support as I progress through my experience.

I have attached my resume with my work, teacher licensure and educational history. I will follow up this letter and contact you to provide additional information. If you are interested in hosting me, my university program will contact you with further details.

Sincerely,

Name

Contact information