[Today’s date]

Dear [your dean/chair’s name]:

To ensure that [institution’s name] continues to be at the forefront of online education, I would like to participate in a unique professional development opportunity offered by the Online Learning Toolkit, an organization focused on customized services for online teaching faculty.

The Online Learning Toolkit is offering seats in their 6-week course design group. These groups will be facilitated by experts in the field of instructional design and online learning and will support faculty in the creation of their courses. Topics will include course mapping, syllabus design, accessibility, learner engagement, creating original instructional content, learning assessments, among others.

The course design group will help me to develop my approach to online teaching and learning and will help me to meet my teaching goals. The curriculum for the course design group is based on current, evidence-based practices for online delivery of instruction that can be seamlessly implemented in my own courses.

Please consider supporting my work with the Online Learning Toolkit. Availability is limited to eight individuals per group, and I would like to reserve my place as soon as possible. To learn more about the Online Learning Toolkit, you can visit <https://www.onlinelearningtoolkit.com/>.

Sincerely,

[Your name]