[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 a subscription to their catalog of courses, and I would like to take advantage of this unique opportunity. The catalog includes courses on instructional design for faculty creators, interactive course design, developing community online, among others. Courses also include handouts, how-to videos, and resources as well as information about tech tools and research. The subscription fee includes a one-year, all-access pass to the entire catalog of courses, including any new courses developed during the subscription.

These courses will help me to develop my approach to online teaching and learning and will help me to meet my teaching goals. Each course 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 very limited, 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]