Dear Teacher,

Learning Links has prepared the following pack for you, to support your request in seeking funding to take up on our evidence-based and practical webinars and courses.

The letter is worded in such a way to assist you in requesting funding for our online professional development products from your supervisor or Principal. We also included an in-depth information pack for either our webinars or courses to support your conversations with the key decision makers at your school.

Simply select the most applicable information relevant to the product you are interested in and send it to your supervisor or principal for consideration.

If you have any questions at all, please do not hesitate and contact me directly.

Warmest regards,

Dr Samantha Hornery

Executive Manager, Product Innovation and Education

**Learning Links**

**Names of teacher professional learning online products available:**

* Complete Multiplication and Division Teaching Guide – Link: <https://www.learninglinks.org.au/professional-development-courses/mastering-multiplication-facts/>

<Location, Date>

Attention: <Name, Title. School>

Dear **Name**,

I have come across a professional development opportunity for myself through Learning Links that I would like to apply for school funding to access.

**Some key details about Learning Links:**

For over [50 years](https://www.learninglinks.org.au/our-story/what-we-do-why/), Learning Links has been providing hands-on, evidence-based learning support to children and adolescents with learning difficulties and disabilities. As a non-for-profit organisation, Learning Links is committed to providing all children with the same opportunities to learn and reach their full potential. Their comprehensive range of webinars and short courses have been informed by their many years of experience and practice. It’s their way of sharing impactful, evidence-based resources and materials with other professionals to ensure as many children as possible can be supported with their learning in the best possible way. For more details, please visit their [website.](https://www.learninglinks.org.au/)

I am excited by this opportunity and believe it will greatly assist my teaching practice, based on Learning Links’ experience, practical and evidence-based approach and the work the organisation does, both as a provider of professional development and as a support service provider working directly with children and families.

I would like to sign up for the online self-guided [Complete Multiplication and Division Teaching Guide](https://www.learninglinks.org.au/professional-development-courses/mastering-multiplication-facts/) and request approval for funding. The total cost is **$AUD 195.**

The above cost includes:

* **Teaching resources:** Google Classroom-ready resources to teach each of the facts including slides, charts, worksheet generators, printouts and more
* **Lesson plans:**ready-to-go lesson plans for the key multiplication and division facts
* **50-page reflection guide**
* **5+ hours of video training**
* **Unlimited access**
* **Q&A:** advice and specialised support from Learning Links’ experts
* **Course Certificate**

The wide range of resources will make this professional learning opportunity a worthy investment. I am certain that I will have actionable items that I can use directly in my classroom to enhance student learning and success.

On request, Learning Links also offers discounts for multiple licensing options, so perhaps that could be something of interest shall you wish to explore this training for other teachers.

I appreciate your consideration.

Kind regards,

<Name>