

<Your name here>

<your address>

<principal name>

<school name>

<school address>

<date>

Dear <principal name>

I am writing this letter to ask for your support as I begin the Postgraduate Certificate in Digital & Collaborative Learning at The Mind Lab. This is an incredibly unique and powerful professional development opportunity and brings together educators from across Aotearoa who want to lead change in education.

I have been interested in exploring and furthering my professional practice and skills. I am keen to progress and explore the possibilities of digital tools, collaborative learning and leading-edge pedagogy at <school name>.

The course will provide me access to knowledge and skills to instigate and implement learning. It is also embedded in kaupapa Māori and I will be connected with like-minded educators across the country. The course will give me the skills to bring digital technologies into the classroom, school and impact the wider community in <region> and respond to the changing world of education.

While this is my own professional development, I believe that my enhanced insights and capabilities could go on to favourably impact my colleagues, department and <school> as a whole. I hope to build my confidence and reignite my passion with this collaborative and practical online postgraduate programme.

I am seeking your support in understanding that this is a sizeable undertaking in terms of personal and financial commitment – and to determine if <school name> is able to assist in the financial commitment. This would be an enormous help.

I would greatly appreciate the opportunity to discuss this with you further.

Thank you for your consideration, I look forward to hearing from you.

Warm regards,

<your name>