Aloha cooperating school,

My name is ____________ and I am currently a student in the Associate of Arts in Teaching (AAT) program at Leeward Community College. As a requirement for my degree program I must complete service learning hours. These hours will allow me the opportunity to observe and apply strategies and skills that I am presently learning in ED__, ________________. I would greatly appreciate an opportunity to work with one of your classroom teachers as an observer and volunteer. I hope to be able to provide assistance to students in any capacity the classroom teachers deem appropriate. I will look forward to hearing from you at your earliest convenience.

I am excited about this opportunity.

Mahalo nui loa,