Date:

Dear Program Director:

This letter is to introduce [student's name] who is enrolled in ECE 110 – Introduction to Early Childhood Education. Assignments including site visits and child observations are included in the course requirements. Your willingness to allow students to visit and conduct child observations at your site is greatly appreciated. No actual names or identification of specific children will be used in their written report.

The opportunity to visit working programs and observe children in their early childhood environment provides an optimal learning experience for our students and enhances the quality of their training. Thank you for supporting the academic and professional development of our early childhood education students.

Should you require any additional information, you may email me at ivetbazikyan@yahoo.com

Sincerely,

[Signature]

Ivet Bazikyan
Instructor, ECE