Dear [insert name],

I would like to share an exciting professional learning opportunity that I am interested in pursuing this summer.

The program is led by the Children’s Environmental Literacy Foundation, “CELF,” a PD organization that provides rigorous and transformative programs for K-12 public and independent teachers and school communities. The [**CELF Summer Institute**](https://celfeducation.org/our-programs/annual-summer-institute/) provides curriculum design support to integrate sustainability principles and practices into existing curricula across **ALL content areas***.*

This year the Institute has been reimagined and transformed to support innovative digital tools, field-expert speakers, and customized activities to engage and empower ALL learners both in the classroom and online. ***There will be time for reflection, mindfulness, connecting with nature and conversations among virtual peers and field experts.***

The Institute I would like to attend takes place [insert dates]. The program is known as one of the best in the field of Education for Sustainability. It would be an invaluable virtual professional learning experience for me.

Through the CELF Summer Institute, I can take advantage of opportunities that would lead directly to positive outcomes for our students such as:

1. Increased STEM skills through data collection and analysis and effective communication
2. Empowering students to take action on environmental issues and school community projects
3. Develop knowledge, aptitude and skills to be changemakers
4. Increased knowledge in critical thinking and problem solving related to real world learning

The professional learning experience includes **six days of training (15 hours total)** to support innovative digital tools, guest speakers, and customized activities to engage and empower ALL learners both in the classroom and online for **$250**. At the end of the workshop, I will receive a signed certificate of completion that can be used for continuing education credits.

Participant outcomes from the CELF Summer Institute include: completion of a resigned lesson with the integration of the *Big Ideas of Sustainability* or a project planner using the *CELF Inquiry to Action Framework*. My participation and takeaways will support our school’s focus on place-based education and project-based learning, and I’ll use the strategies I learn to help advance sustainability initiatives and environmental literacy at our school.

Thanks for considering this relevant and timely PD opportunity. With your support, I can be even more effective in creating an authentic and meaningful curriculum for my students as well as strengthen my instructional practices for the upcoming school year.

Sincerely,

[Signature]